Semester 3 Portfolio Checklist

Tenure-track faculty member:

College: **Choose an item.**

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|  | Included |
| 1. Letter from tenure-track faculty member to president |[ ]
| 2a. Semester 2 Procedure Checklist |[ ]
| 2b. Semester 3 Procedure Checklist |[ ]
| 3. Curriculum vitae |[ ]
| 4. Teaching and service philosophy  |[ ]
| 5. Course Syllabus with Explanation of Course Design |[ ]
| 6. Sample Assessment with Explanation and Reflection |[ ]
| 7a.Tenured faculty member observation 1 |[ ]
| 7ai.Post-Observation Reflection for Tenured Faculty Observation 1 |[ ]
| 7b. Tenured faculty member observation 2 |[ ]
| 7bi. Post-Observation Reflection for Tenured Faculty Observation 2 |[ ]
| 7c.Department chair observation |[ ]
| 7ci. Post-Observation Reflection for Department Chair Observation |[ ]
| 7d. Administrator observation |[ ]
| 7di. Post-Observation Reflection for Administrator Observation |[ ]
| 8. Summary of student evaluations by the department chair |[ ]
| 9. Contextualized data report for Semesters 1 and 2 |[ ]
| 10. Comprehensive self-evaluation and reflection |[ ]
| 11a. Approved ILSP with department chair and administrative sign-off |[ ]
| 11b. Semester 2 Review Report, completed and signed |[ ]
| 11c. ILSP progress report |[ ]
| 12. Semester 1 portfolio rubric and any needed responses |[ ]

Notes:

Approved by:  Title:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: **Click here to enter a date.**