

**TENURE DOSSIER  
GENERIC TABLE OF CONTENTS  
2010-2011**

**A Table of Contents which follows this format should be the first page of the tenure dossier. While all materials should be organized in the suggested sequence, Part II-IV should be tailored to the individual faculty member's activities and contributions.**

**INTRODUCTION**

- N.1 Department Tenure Criteria/Guidelines
- N.2 Tenure Dossier Documentation Checklist

**PART I - DOCUMENTATION**

- I.1 Letter of intent to apply for tenure sent to chair/supervisor
- I.2 Up-to-Date Resume
- I.3 Original (not xeroxed) graduate transcripts
- I.4 ACCD Employment Contracts from years one through six of full-time tenure-track employment
- I.5 Annual Reports: Faculty Self Evaluations for years one through five of full-time tenure-track employment
- I.6 Peer Review Summaries for years one through five of full-time tenure-track employment
- I.7 Annual Performance Evaluations by chair/supervisor for years one through five of full-time tenure-track employment

**PART II - TEACHING COMPETENCE**

- II.1 Classroom Observations by the chair/supervisor/designee from years one through six of full-time tenure-track employment

**OTHER MATERIALS FACULTY MEMBER DEEMS RELEVANT MAY INCLUDE:**

- II.2 Sample syllabi, assignments, final exams
- II.3 Summaries/analyses of student survey results
- II.4 Curriculum development projects
- II.5 Instructional improvement projects
- II.6 Instructional innovation/distance education projects
- II.7 Advising activities
- II.8 OTHER [any department/discipline-specific activities]

**PART III - SERVICE**

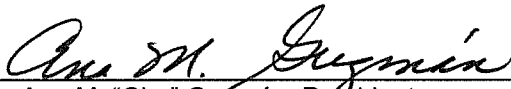
**EVIDENCE OF SERVICE IN THE FOLLOWING AREAS MAY BE INCLUDED. REFER TO DEPARTMENTAL GUIDELINES FOR SPECIFIC REQUIREMENTS.**

- III.1 Service to the discipline/department
- III.2 Service to the college/district
- III.3 Service to the community

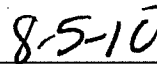
**PART IV - PROFESSIONAL GROWTH**

**EVIDENCE OF PROFESSIONAL GROWTH IN THE FOLLOWING AREAS MAY BE INCLUDED.  
REFER TO DEPARTMENTAL GUIDELINES FOR SPECIFIC REQUIREMENTS.**

- IV.1 Conference and workshop attendance
- IV.2 Conference and workshop papers/presentations
- IV.3 Grant applications
- IV.4 Membership in professional organizations
- IV.5 Publications
- IV.6 Certifications
- IV.7 OTHER [any department/discipline-specific activities]



Dr. Ana M. "Cha" Guzmán, President



Date