

Tenure Dossier

Generic Table of Contents

Reference ACCD DLA LOCAL policy and procedures and DGC LOCAL procedure

This document suggests the organization and contents of the tenure dossier. Items listed in Part I are required, other materials are to reflect the applicant's evidence of Professional Performance, Service, and Professional Growth.

Introduction

- Department Tenure Criteria and Guidelines

Part I Official Documentation

- Letter of Request to the President for Permission to Apply for Tenure
- Letter of Permission from the President to Apply for Tenure
- Current Résumé
- Original Graduate Transcripts
- Employment Contracts for Each Year of Tenure Track Employment
- ACCD's *Annual Report: Faculty Self Evaluation* for Each Year of Tenure Track Employment
- *Library Faculty Tenure Review Form* for Each Year of Tenure Track Employment
- *Peer Review Summary* (DLA Local) for Each Year of Tenure Track Employment
- ACCD's *Faculty Evaluation for Counselors and Librarians* for Each Year of Tenure Track Employment
- *San Antonio College Faculty Education and Growth Plan*
- Other documentation, including credit towards tenure, if applicable

Part II Performance Documentation

- Peer observations
- Student evaluations

Other documentation that may be relevant to your area, for example:

- Sample handouts
- Instructional materials
- Teaching aids
- Web pages created
- Computer programs created

Part III Service

- Serving on Committees
- Serving on Evaluation or Judging Teams
- Papers or Presentations
- Publications
- Volunteer Work
- Participation in College Governance (Faculty Senate)
- Other Evidence of Service to the Community, District, College, Department, or Profession

Part IV Professional Growth

- Conference and workshop attendance
- Membership in professional organizations
- Publications
- Certifications
- Coursework
- *Course Approval* forms
- Other evidence of professional growth

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