

# Tenure Documentation Checklist

Reference ACCD DLA LOCAL policy and procedure and DGC LOCAL procedure

The faculty member should use this document during each year while making progress towards tenure. It allows the faculty member to keep track of required annual evaluations.

Applicant \_\_\_\_\_

Date \_\_\_\_\_

Date of first year as tenure track faculty \_\_\_\_\_

Years of tenure service granted for experience at other institutions \_\_\_\_\_

(This is the number of years along the tenure track. Begin the checklist with the following year.)

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**Year One:** \_\_\_\_\_

**Date Completed**

1.1 Student Evaluations \_\_\_\_\_

1.2 Observation by Peer Review Committee \_\_\_\_\_

1.3 *Library Faculty Tenure Review Form* \_\_\_\_\_

1.4 *Peer Review Summary* (DLA LOCAL) \_\_\_\_\_

1.5 *ACCD's Annual Report: Self Evaluation* \_\_\_\_\_

1.6 *ACCD's Faculty Evaluation for Counselors and Librarians*  
(Performance evaluation by chair) \_\_\_\_\_

1.7 *San Antonio College Faculty Education and Growth Plan* \_\_\_\_\_

**Year Two:** \_\_\_\_\_

2.1 Student Evaluations \_\_\_\_\_

2.2 Observation by Peer Review Committee \_\_\_\_\_

2.3 *Library Faculty Tenure Review Form* \_\_\_\_\_

2.4 *Peer Review Summary* (DLA LOCAL) \_\_\_\_\_

2.5 *ACCD's Annual Report: Self Evaluation* \_\_\_\_\_

2.6 *ACCD's Faculty Evaluation for Counselors and Librarians*  
(Performance evaluation by chair) \_\_\_\_\_

2.7 *San Antonio College Faculty Education and Growth Plan* \_\_\_\_\_

**Year Three:** \_\_\_\_\_

- 1.1 Student Evaluations \_\_\_\_\_
- 1.2 Observation by Peer Review Committee \_\_\_\_\_
- 1.3 *Library Faculty Tenure Review Form* \_\_\_\_\_
- 1.4 *Peer Review Summary (DLA LOCAL)* \_\_\_\_\_
- 1.5 *ACCD's Annual Report: Self Evaluation* \_\_\_\_\_
- 1.6 *ACCD's Faculty Evaluation for Counselors and Librarians (Performance evaluation by chair)* \_\_\_\_\_
- 1.7 *San Antonio College Faculty Education and Growth Plan* \_\_\_\_\_

**Year Four:** \_\_\_\_\_

- 2.1 Student Evaluations \_\_\_\_\_
- 2.2 Observation by Peer Review Committee \_\_\_\_\_
- 2.3 *Library Faculty Tenure Review Form* \_\_\_\_\_
- 2.4 *Peer Review Summary (DLA LOCAL)* \_\_\_\_\_
- 2.5 *ACCD's Annual Report: Self Evaluation* \_\_\_\_\_
- 2.6 *ACCD's Faculty Evaluation for Counselors and Librarians (Performance evaluation by chair)* \_\_\_\_\_
- 2.7 *San Antonio College Faculty Education and Growth Plan* \_\_\_\_\_

**Year Five:** \_\_\_\_\_

- 1.1 Student Evaluations \_\_\_\_\_
- 1.2 Observation by Peer Review Committee \_\_\_\_\_
- 1.3 *Library Faculty Tenure Review Form* \_\_\_\_\_
- 1.4 *Peer Review Summary (DLA LOCAL)* \_\_\_\_\_
- 1.5 *ACCD's Annual Report: Self Evaluation* \_\_\_\_\_
- 1.6 *ACCD's Faculty Evaluation for Counselors and Librarians (Performance evaluation by chair)* \_\_\_\_\_
- 1.7 *San Antonio College Faculty Education and Growth Plan* \_\_\_\_\_

**Year Six:** \_\_\_\_\_

6.1 Tenure Dossier \_\_\_\_\_

**Explanation for missing documentation:**