

Checklist for Pre-Tenure & Tenure Reviews

1st Pre-Tenure Review **2nd Pre-Tenure Review** **Tenure Review**

Please attach this form to the top of your packet when delivering it to the Academic Affairs Office.

Name of reviewee: _____ Dept.: _____

How do you want the Dean to contact you after your Tenure review?

email: _____ or phone: _(____)_____-_____

Seven (for pre-tenure) or eight (for tenure) hard copies of your primary review materials packet (stapled, bound or 3-ring binder) that includes:

- Your updated curriculum vitae
- Your ~15-page case-making narrative on your teaching and advising, scholarship and service since you arrived at Augustana. Address prior FWC-suggested areas for improvement. Include analysis of IDEA score trends, ideally with tables and/or graphs.
- The front summary page & last comments page of each IDEA report (not entire reports)

In addition, please provide **one electronic version** of the primary review materials: CV, Case-Making Narrative and IDEA summaries. Please provide these and any other electronic documents via Google drive and share with all tenured members of your department and facultywelfare@augustana.edu and facultywelfarecommitteegroup@augustana.edu .

One copy of supplemental materials (**electronic is preferable** via Google drive, in labeled folders; if hard copy, then deliver to Academic Affairs Office and check below which items are hard copies). Regardless of whether they are electronic or hard copies, you must tell us why you are including them – why are they important to your case-making narrative:

- Include **hard** copy of CV and case-making narrative if any other boxes are checked
- Individual IDEA forms
- Evidence of student learning (e.g., samples of student papers, exams, projects; pre- and post-test data; other assessment forms)
- Syllabi
- Evidence of advising engagement and/or effectiveness

- Books or articles that have been published or submitted/accepted for publication

- Evidence of creative projects or performances, reviews, etc.

- Evidence of campus, professional, and/or public service

Your Department Chair should electronically submit the Department Chair's letter of support and all annual review letters to both addresses listed above.

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