

Checklist for Tenure Review Materials

Please attach this form to the top of your packet when submitting it to the Dean of Students Office.

Name of reviewee _____

Nine (9) copies of a packet that includes:

1. Your case-making narrative on your work in the areas of teaching and advising, scholarship and service;
2. Your updated curriculum vitae;
3. Your summary IDEA data reports;
4. Merit distribution worksheet;
5. Response Method Requested.

In addition, please provide one (1) electronic version of the primary review materials above. Each of the items should be in five separate files titled: 1. CM Statement, 2. CV, 3. IDEA Folder (This folder will have multiple files), 4. Merit Weightings and 5. Response Method Request. Please provide these electronic documents via Google drive to Laura Terronez (lauraterronez@augustana.edu) and allow access to the 7 members of the Faculty Welfare Committee as well as all tenured members of your department.

One (1) copy of supplemental materials such as:

- Individual IDEA forms;
- Evidence of student learning (e.g., samples of student papers, exams, projects; pre- and post-test data; other assessment forms);
- Syllabi;
- Books, articles, papers that have been published or presented;
- Evidence of creative projects or performances, reviews, etc.;
- Evidence of campus, professional, and/or public service.

*This file will be available for pickup shortly after the review.

To be submitted to Erin Digney in the Dean of Students Office:

Nine (9) hard copies and one (1) e-copy of department chair letter.

Revised 03-18-16