

Initial Tenure Conference

Preparation for Initial Meeting

(To be held within the first 3 weeks of the semester)

- Schedule initial conference
- Assure all members to bring calendar
- Remind all members to bring calendar
- Bring copies of original job description

Assure probationary faculty member has:

- Course Outlines
- Calendar
- Prior self-evaluation as applicable

Suggested Agenda

I. Overview of Tenure Process

II. Review of previous self-evaluation and/or goals for the current semester

III. Review course objectives

IV. Describe non-classroom related activities

V. Schedule class visitation and final conference for current semester

VI. Schedule class visitations and final conference for current semester

VII. Other