

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 visitations and final conference for current semester

- VI. Other