

COLLEGE

CHECK LIST FOR CONTRACT RENEWAL REQUIREMENTS - SECOND YEAR

Faculty Name: _____ Social Security Number: _____

Department Chairperson: _____

Dean: _____

Instructions: The date and initials of both the non-tenured faculty member and the dean should appear on the line preceding each statement. Notes to support any item should be attached to demonstrate progress, areas of attention, change, etc.

Year Two:

_____ Demonstrated progress on Educational Plan (attach copies of grade reports)

_____ Demonstrated progress on Research Paper/Project Plan (due each semester)

_____ Demonstrated teaching effectiveness (review of teaching materials, evaluations, grade reports, etc., due each semester)

_____ Compliance with City Colleges of Chicago and _____ College policies (teacher program, assignments, attendance, record keeping, etc.)

_____ College and Community Contributions