Semester 1 Portfolio Checklist

Tenure-track faculty member:

College: **Choose an item.**

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|  | Included |
| 1. Letter from tenure-track faculty member to president |  |
| 2. Semester 1 procedure checklist |  |
| 3. Curriculum vitae |  |
| 4. Course syllabus with explanation |  |
| 5. Sample assessment with explanation |  |
| 6a.Department chair observation |  |
| 6ai. Faculty member reflection on department chair observation |  |
| 6b. Administrative observation |  |
| 6bi. Faculty member reflection on administrative observation |  |
| 7. Summary of student evaluations by the department chair |  |
| 8. Comprehensive self-evaluation and reflection |  |

Notes:

Approved by:  Title:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: **Click here to enter a date.**