The following is an example of no additional criteria given by a department for consideration of contract renewal and/or tenure.

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| College | Harold X. Truman |
| Department | Biology |
| Date | MM/DD/YYYY |
| Department Chair | Wilbur Harvey "Richard" King |

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| In addition to the CCC District Requirements for contract renewal and/or tenure, the following departmental criteria must be met. |
| * No additional criteria are required.
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| The following voting procedures will be followed. |
| * The eligible members in the department will allow the non-tenured member to address the department for 30 minutes prior to the deciding vote. The eligible members will privately discuss the qualifications of the non-tenured member. The eligible members will vote by secret ballot until a majority decision is reached. Recommendation to the president will be based solely on the outcome of the vote.
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The following is an example of explicit additional criteria given by a department for consideration of contract renewal and/or tenure.

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| College | Harold X. Truman |
| Department | Humanities |
| Date | MM/DD/YYYY |
| Department Chair | Olive Kennedy Daley-Wright |

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| In addition to the CCC District Requirements for contract renewal and/or tenure, the following departmental criteria must be met. |
| * Each semester that tenure-track English and Literature faculty teach, they are required to actively participate in the planning, execution, and grading of the Exit Exam, including grading on weekends if the department requires such effort.
* Each fall and spring semester, all Humanities Department tenure-track faculty are required to be observed by one tenured faculty member other than the department chair and respond to that observation using the Classroom Observation Self-Assessment and Reflection form. These observations should be placed in the appropriate portfolio as an appendix.
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| The following voting procedures will be followed. |
| * Tenure-track faculty members must put the most complete portfolio possible on display for the department to review at least one week before the departmental vote for contract renewal or tenure.
* The vote to decide contract renewal and/or tenure must have at least 2/3 of the eligible voting members present to proceed with a vote.
* The first portion of the meeting to decide contract renewal or tenure will be set aside for questions to be asked by the voting members of the department of the tenure candidate. This portion of the meeting will be capped at 30 minutes. Once all questions are answered, the tenure-track faculty member will exit the room, and eligible voting members will privately discuss the tenure-track faculty member's qualifications for renewal and/or tenure. Aside from the actual vote outcome, all discussion in this meeting will be considered highly confidential.
* The Chair will distribute secret ballots that have the candidate's name on them as well as the four designations: Yes, Yes With Reservations, No, and Abstain.
* The outcome of the vote will be given to members present and will continue voting and deliberations until a majority decision is reached.
* The recommendation to the president will be based on the outcome of the vote.
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