

Checklist for Tenure Candidates and Departmental Representatives

This is a list of items that the Tenure Committee considers and/or finds helpful when reviewing a tenure case. They are not in order of importance.

- ▶ The candidate's full C.V.
- ▶ A statement from the candidate, which usually outlines the candidate's sense of his or her work at Wheaton so far and plans for the future.
- ▶ A rich, discursive departmental statement that, in addition to summarizing the candidate's credentials, addresses the role of the candidate in the department and in the college and outlines the candidate's role in the future of the department.
- ▶ Evaluations from the candidate's courses compared, statistically, to evaluations from other department members in comparable courses. Statistics should be compiled for the average number of hours students spend on each of the candidate's classes per week; the calculation should be grouped as <3, 3-4, 5-6, 7-8, >8. In addition, statistics should be gathered for the amount of time students spend on the candidate's course (much less, less, same, more, much more) compared to the amount they spend on other courses.
- ▶ Evidence of a number of classroom observations of the candidate, by different department members.
- ▶ Reports from at least three outside reviewers who discuss the candidates' scholarship and/or creative production.
- ▶ Letters from each tenured member of the department.
- ▶ Letters from alumnae/i majors and from alums who had two or more courses with the candidate.
- ▶ Letters from current majors and current students who have had two or more courses.
- ▶ Letters from any outside professionals.
- ▶ Letters from Wheaton faculty **that arrive by the first working day after Thanksgiving.**
- ▶ The average GPA in the candidate's courses for each semester, compared to departmental average GPA and college average GPA. Generated by the Office of the Registrar.

- ▶ Enrollments in the candidate's courses and in other courses in the department, by semester. Generated by the Office of the Registrar.
- ▶ All the candidate's research or creative production from her or his time at Wheaton.
- ▶ All the student evaluations from all the courses the candidate has taught at Wheaton.
- ▶ All the candidate's annual evaluations.
- ▶ All the candidate's course syllabi.