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. Whenever possible, please provide materials in electronic format (e.g. pdf files).

CANDIDATE’S RESPONSIBILITY

► The candidate's full C.V. The scholarly work completed since the candidate arrived at Wheaton should be highlighted (literally, in bold or in color.)

► A statement from the candidate, which usually outlines the candidate's sense of their work at Wheaton so far and plans for the future.

► A list of ten names of possible outside reviewers (who will discuss the candidates' scholarship and/or creative production) to be provided to the Provost.

► Letters from any outside professionals, including letters from research collaborators from other institutions. If applicable, solicit letters from coauthors that include descriptions of the candidate’s role in a collaborative project.

► All the candidate’s research or creative production from their time at Wheaton, along with a one-page summary statement for outside reviewers.

► All the student evaluations from all the courses the candidate has taught at Wheaton including evaluations from the fall semester preceding the tenure hearing (the last fall semester’s data need not be included in the summary statistics). All teaching evaluations should be scanned and available in electronic format.

► All the candidate’s annual evaluations, available in electronic format.

► Evidence of a number of classroom observations of the candidate, by different department members, preferably as a formal report included in the annual evaluations.

► Syllabi from all the courses taught by the candidate.

DEPARTMENT REPRESENTATIVE’S RESPONSIBILITY

► 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.

► Ratings of student evaluations of the candidate's courses compared, statistically, to evaluations from other department members in comparable courses. Statistics 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. These statistics do not need to be compared to those of other department members.

► Letters from each tenured member of the department including a personal letter from the departmental representative (see Guidelines Paragraph IV, section C).

RESPONSIBILITY OF THE OFFICE OF THE PROVOST
► Reports from at least three outside reviewers who discuss the candidates' scholarship and/or creative production.

► Letters from Wheaton faculty that arrive by the first working day after Thanksgiving.

► Letters from alumnae/i majors and from alums who had two or more courses with the candidate. Requests are made by the Provost’s Office.

► Letters from current majors and current students who have had two or more courses. Requests are made by the Provost’s Office.

RESPONSIBILITY OF THE OFFICE OF THE REGISTRAR
► 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.

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