

# Checklist for Tenure Reviews

Please attach this form to the top of your packet when delivering it to the Academic Affairs Office.

Name of reviewee: \_\_\_\_\_ Dept.: \_\_\_\_\_

Name of person who will act as Dept. Chair for review: \_\_\_\_\_

How do you want the Dean to contact you after your Tenure review?

email: \_\_\_\_\_ or  phone:(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Seven hard copies** of your primary review materials packet that includes:

- Your updated curriculum vitae
- Your ~15-page case-making narrative on your teaching, advising, scholarship, service, and DEI reflection since you arrived at Augustana. Address prior FWC/FRC-suggested areas for improvement. Include analysis of IDEA score trends, ideally with tables and/or graphs (with n=# student respondents/total).

In addition, please provide **one electronic version** of the primary review materials (CV & Narrative) and complete IDEA forms of all of your Augustana courses. Please provide these and any other electronic documents via Google drive and share with both:

[facultyreview@augustana.edu](mailto:facultyreview@augustana.edu) and [facultyreviewcommitteegroup@augustana.edu](mailto:facultyreviewcommitteegroup@augustana.edu)

**One** copy of **selected** supplemental materials in **electronic form** via Google drive, in labeled folders. Please refer (or hyperlink) to an assortment of materials such as the following (include a few examples of evidence to give context to and support your narrative):

- Evidence of student learning (e.g., samples of student papers, exams, projects, your feedback on student work, and their subsequent improvement due to your input; pre- and post-test data; other assessment forms)
- Syllabi of courses
- Advising syllabus and evidence of advising engagement and/or effectiveness
- Books or articles that have been published or submitted/accepted for publication
- Evidence of creative projects or performances, reviews, etc. (i.e., soundtracks, photos...)
- Evidence of campus, professional, and/or public service
- Evidence of DEI work

Your Department Chair should electronically submit the Department Chair's letter of support to both addresses listed above.