

**FORM B: DEPARTMENT TENURE COMMITTEE (DTC)  
PERSONNEL FILE VERIFICATION FOR TENURE**

Name of Candidate: \_\_\_\_\_ Department: \_\_\_\_\_

DTC: Please verify that the candidate's file in the Human Resources Office contains all of the following materials. If any materials are missing, please try to locate them. Should any materials be unavailable, briefly explain in the "Comments" column.

<b>Materials</b>		<b>Comments</b>
<b>Student Evaluations</b>		
Fall 2011		
Spring 2011		
Fall 2010		
Spring 2010		
Fall 2009		
Spring 2009		
Fall 2008		
Spring 2008		
Fall 2007		
<b>Peer Observations</b>		
Fall 2011 1		
2		
Spring 2011 1		
2		
Fall 2010 1		
2		
Spring 2010 1		
2		
Fall 2009 1		

	2		
Spring 2009	1		
	2		
Fall 2008	1		
	2		
Spring 2008	1		
	2		
Fall 2007	1		
	2		
<b>Chair Observations</b>			
	Fall 2011		
	Fall 2010/ Sp2011		
	Fall 2009/ Sp 2010		
	Fall 2008/ Sp 2009		
	Fall 2007/Sp 2008		
<b>DEC Evaluations</b>			
	Fall 2011		
	2010-2011		
	2009-2010		
	2008-2009		
	2007-2008		
<b>Chair Evaluations</b>			
	Fall 2011		
	2010-2011		
	2009-2010		
	2008-2009		

2007-2008		
<b>Dean Evaluations</b>		
Fall 2011		
2010-2011		
2009-2010		
2008-2009		
2007-2008		

I verify that we have examined the candidate's personnel file and that all materials listed above are contained therein with the exception of any unavailable materials, as explained above.

\_\_\_\_\_

DTC Chair

\_\_\_\_\_

Date