

FORM B: DTC PERSONNEL FILE VERIFICATION FOR TENURE – Spring Hires

Name of candidate: _____ Department: _____

Candidate: 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, please briefly explain in the “comments” column.

		Comments
Student Evaluations:		
Spring 2012		
Fall 2011		
Spring 2011		
Fall 2010		
Spring 2010		
Fall 2009		
Spring 2009		
Fall 2008		
Spring 2008		
Peer Observations		
Spring 2012	1	
	2	
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		
Chair Observation			
	Spring 2012		
	2011		
	2010		
	2009		
	2008		
DTC Evaluation			
	Spring 2012		
	2011		
	2010		
	2009		
	2008		
Chair' s Evaluation			
	Spring 2012		
	2011		
	2010		
	2009		

2008		
Dean' s Evaluation		
Spring 2012		
2011		
2010		
2009		
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