## Highline College - Tenure Working Committee

## Quarterly Report 1 Cover Page

This Quarterly Report is due by the end of the last full week of instruction and should include the following *in this order*:

1. Quarterly Report Form - the narrative assessment should focus on the [college-wide criteria](https://trc.highline.edu/College%20Wide%20Tenure%20Criteria%20Effective%20May%2021%202014.pdf) and, if applicable, divisional addenda. The Tenure Working Committee should also make a recommendation about continuation of probation
2. Current quarter Tenure Working Committee Meeting(s) Minutes
3. The division chair's Annual Report
4. The probationer’s Self Evaluation
5. Current quarter Classroom Observations from all Tenure Working Committee members
6. Syllabi for current classes. In future quarters, the TRC invites you to write about how your syllabi may have changed.
7. A sampling of assessments of student work, which may include assignments, in-class activities, exams, group work, projects, and so forth. In future quarters, the TRC invites you to write about how your assessments of student work may have changed.
8. College-Wide Tenure Criteria *or* Pure and Applied Sciences Addendum.
9. Probationer’s Curriculum Vita
10. The probationer's Initials and page numbers on every page of all written documents

Name of Probationer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Courses Taught this Quarter, including format (f2f, hybrid, online):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Working Committee Members Date of classroom visit

Faculty at Large \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discipline Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please indicate chair of committee with \**

Date(s) of quarterly meeting(s) with probationer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Narrative Assessment*** *-* Use additional paper if necessary.

Does the Working Committee believe that the probationer has met the divisional criteria?

\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No

Signed (all members of Working Committee):

Signatures: Dates:

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Signature of Probationer Date