

Highline College - Tenure Working Committee

Quarterly Report 2 Cover Page

This Quarterly Report is due five working days before finals week and should include the following *in this order*:

1. Quarterly Report Form - the narrative assessment should include a statement about what the probationer has been doing and what the Tenure Working Committee has done to evaluate and to help them. Include follow-up reports on previous actions undertaken, if any, in the report
2. Current quarter Tenure Working Committee Meeting(s) Minutes
3. Current quarter Classroom Observations from all Tenure Working Committee members
4. Minutes from the probationer's last meeting with the Tenure Review Committee
5. Probationer's Initials and page numbers on every page of all written documents

Name of Probationer: _____ Date: _____

Division: _____ Division Criteria Adoption Date: _____

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:

Signature of Probationer

Date