

# Highline College - Tenure Working Committee Quarterly

## Report 4 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 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. Student evaluation summaries for Quarter 3
6. Current quarter Classroom Observations from all Tenure Working Committee members
7. Minutes from most recent Tenure Review Committee meeting (if not previously submitted)
8. 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