



## **TENURE PROCESS**

For any new employee, completing the tenure process should be a significant step in his/her career. Awarding of tenure is something the district should take very seriously as it is an endorsement that the employee is proficient in his/her instruction and is worthy to permanently join the ranks of the districts faculty.

Over the course of the three year tenure process the administration and new teacher must carefully work together to assist the new teacher in her/his growth, to chronicle all efforts made and ultimately to present her/him to the to the Board for approval.

The attached log should be utilized to monitor all required steps in the tenure process. The employee, administrator and administrative assistant should work closely to compile all materials in a binder for presentation to the Superintendent and Board when recommending tenure be granted, at the conclusion of the tenure process.

## **EVENT/ACTIVITY OVERVIEW**

Orientation Week: Week long series in late August before school begins, attend orientation session as scheduled.

Administrative Observation: Formal classroom observation by the principal, curriculum coordinator and/or the superintendent.

Peer Observation: Teacher observes four peers in your school. Two at your grade level or department and two outside your grade level or department.

Semester and Year End Evaluations: Teacher completes the self-evaluation form, submit to principal for his/her completion and then meet to discuss.

Non-Tenure Cohort: Teacher actively participates in a Non-tenure Cohort during the school year.

District Schools Visitation: Teacher secures a sub and spends a half day at the different schools within the district visiting prearranged classrooms and submits a complete write-up.

Student Surveys: In the final days of class for the year teacher asks students to anonymously complete surveys with the principal at the year end conference.

Parent Surveys: In the final weeks of school teacher e-mails, mails or sends home parent surveys to randomly selected parents.

Different District Visitation: Teacher secures a sub and visits classes in another district for one day.

Long Term Professional Goals Write-Up: Teacher reviews development and growth over the three year tenure process and completes write-up of plans for continued professional growth.

**TENURE CHECKLIST**  
**YEAR 1 - 20\_\_\_\_ - 20\_\_\_\_**

Employee Name:\_\_\_\_\_ Date of Hiring:\_\_\_\_\_

- Completion of initial orientation week: \_\_\_\_\_(Date)
- 1st semester administrative observation: \_\_\_\_\_(Date)
- Peer observation: \_\_\_\_\_(Name & Date)
- Peer observation: \_\_\_\_\_(Name & Date)
- Peer observation: \_\_\_\_\_(Name & Date)
- Peer observation: \_\_\_\_\_(Name & Date)
- 1st semester self evaluation: \_\_\_\_\_(Date)
- Non-tenure Cohort Participation: \_\_\_\_\_(Dates)
- 2nd semester administrative observation: \_\_\_\_\_(Date)
- Year End Evaluation: \_\_\_\_\_(Date)

NOTES:

**TENURE CHECKLIST**  
**YEAR 2 - 20\_\_\_\_ - 20\_\_\_\_**

Employee Name: \_\_\_\_\_ Date of Hiring: \_\_\_\_\_

- 1st semester administrative observation: \_\_\_\_\_ (Date)
- District/School/s visitation: \_\_\_\_\_ (Date)
- Non-tenure Cohort Participation: \_\_\_\_\_ (Dates)
- 1st semester self evaluation: \_\_\_\_\_ (Date)
- 2nd semester administrative observation: \_\_\_\_\_ (Date)
- Student surveys completed: \_\_\_\_\_ (Date)
- Parent surveys completed: \_\_\_\_\_ (Date)
- Year End Evaluation: \_\_\_\_\_ (Date)

NOTES:

**TENURE CHECKLIST**  
**YEAR 3 - 20\_\_\_\_ - 20\_\_\_\_**

Employee Name: \_\_\_\_\_ Date of Hiring: \_\_\_\_\_

- Submission of personal goals: \_\_\_\_\_ (Date)
- Visit to another district: \_\_\_\_\_ (Date)
- 1st semester administrative observation: \_\_\_\_\_ (Date)
- 2nd semester Superintendent observation: \_\_\_\_\_ (Date)
- Non-tenure Cohort Participation: \_\_\_\_\_ (Dates)
- Student evaluation: \_\_\_\_\_ (Date)
- Parent evaluation: \_\_\_\_\_ (Date)
- Year end evaluation: \_\_\_\_\_ (Date)

NOTES:



GENERAL McLANE SCHOOL DISTRICT

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**PEER OBSERVATION FORM**

Observer: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Observed: \_\_\_\_\_ Time: \_\_\_\_\_

Class Observed: \_\_\_\_\_

Overview of Lesson:

Techniques/Strategies I will consider adopting in my instruction:

Comments:



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**SEMESTER/YEAR END REVIEW**

Teacher: \_\_\_\_\_ School Year: \_\_\_\_\_

Circle one:

Semester

Year-End

Overview of Accomplishments:

Areas for continued improvement:

Comments:



GENERAL McLANE SCHOOL DISTRICT

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**PRINCIPAL REVIEW**  
**SEMESTER/YEAR END**  
**SCHOOL YEAR:** \_\_\_\_\_

Areas of Accomplishments:

Focus Areas for improvement:

Comments:

\_\_\_\_\_  
Principals Signature

\_\_\_\_\_  
Conference

Date of Conference: \_\_\_\_\_

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Principal Signature





GENERAL McLANE SCHOOL DISTRICT

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**DISTRICT SCHOOL VISITATION**

Date of visit: \_\_\_\_\_

Schools visited: \_\_\_\_\_  
\_\_\_\_\_

Specific classroom observed:

Comments:

\_\_\_\_\_  
Signature



**STUDENT SURVEY**

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

	Strongly Agree				Strongly Disagree
1. The teacher is enthusiastic and enjoys teaching.	5	4	3	2	1
2. Students are actively involved in lessons.	5	4	3	2	1
3. I learned a great deal in this class.	5	4	3	2	1
4. Lessons were well planned and presented well.	5	4	3	2	1
5. Technology was utilized to support instruction.	5	4	3	2	1
6. Students were given additional help when necessary.	4	3	2	1	
7. Homework was relevant and supported learning.	5	4	3	2	1
8. Tests and quizzes were fair and adequately measured my understanding of concepts.	5	4	3	2	1
9. I liked this class.	5	4	3	2	1
10. My teacher liked his/her students.	5	4	3	2	1

A. Areas you liked about my class:

B. Areas for improvement:

C. Comments



**PARENT/GUARDIAN SURVEY**

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

As the year concludes I will be surveying all students and randomly selected parents for input. It is important to me that I continue to grow and improve and your input would help me. Please anonymously complete the following survey and return it to me in the enclosed envelope.

	Strongly Agree			Strongly Disagree	
1. My child enjoyed this class.	5	4	3	2	1
2. You adequately kept us informed of progress and concerns.	5	4	3	2	1
3. Homework was of acceptable length.	5	4	3	2	1
4. Homework had appropriate expectations for out of school work.	5	4	3	2	1
5. I would be happy if my child had this teacher again in the future.	5	4	3	2	1

A. Positive areas:

B. Areas for improvement:

C. Comments



**OUTSIDE DISTRICT VISITATION**

Teacher: \_\_\_\_\_

District visited: \_\_\_\_\_

Date: \_\_\_\_\_

Contract Person: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Overview of visit:

Comments:

\_\_\_\_\_  
Signature