Tenure Candidate Portfolio/Notebook Guidelines

Congratulations on being hired as a tenure-track employee at North Idaho College! Follow these guidelines for creating and maintaining your tenure candidate portfolio/notebook that will be submitted by October 20 of the fourth year of your probationary period.

Start with a 3-inch, 3-ring view binder with 5 tabs to identify each section.

Complete the Tenure Candidate Cover Page with your information and slide the cover page in the front cover of the view binder.

**Tab #1:** Application  
☐ Completed [application for initial tenure](#).

**Tab #2:** Division Chair (DC) Documents (Arrange documents chronologically, **oldest on top**.)
- ☐ DC’s recommendation for or against conferral of tenure
- ☐ DC’s summative evaluation (Summary of formative evaluations)
- ☐ DC’s formative evaluation rating sheets from all probationary semesters
- ☐ Any other letters or memos from DC related to candidate’s tenure/probationary period

**Tab #3:** FET Documents (Arrange documents chronologically, **oldest on top**)
- ☐ FET recommendations for or against conferral of tenure
- ☐ FET summative evaluations (Summary of formative evaluations)
- ☐ FET mentor’s formative evaluations
- ☐ FET observation rating sheets from all probationary semesters
- ☐ Any other letters or memos from FET related to candidate’s tenure/probationary period

**Tab #4:** Student Evaluations  
☐ Organized chronologically, **oldest on top**.

☐ Include pages of comments compiled, most recent semester first. Indicate on compiled comments pages the course #, course name, semester, year, class title, and whether course is on-campus, online, hybrid, or IVC.) Do not exclude any student evaluations or student comments from the section.

**Tab #5:** Candidate’s Self Evaluations
Organized chronologically, most recent first. Refer to Guidelines for Writing Your Self Evaluation

Letters of appreciation, awards, certificates, etc.

Any other letters or memos from students, faculty members, or the community related to candidate’s tenure/probationary period