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 December 20 of the fourth year of your probationary period.

Start with a white, 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, most recent first.)
- 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 related to candidate’s tenure/probationary period

**Tab #3:** FET Documents (Arrange documents chronologically, most recent first.)
- FET recommendations for or against conferral of tenure
- FET summative evaluations (Summary of formative evaluations)
- FET formative evaluation rating sheets from all probationary semesters
- Any other letters or memos related to candidate’s tenure/probationary period

**Tab #4:** Student Evaluations
- Organized chronologically, most recent first.
- 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.) Student dissatisfactions and suggestions should always be included.

**Tab #5:** Candidate’s Self Evaluations
- Organized chronologically, most recent first. Address “learning opportunities” or weaknesses, not just all “good stuff.”