

PRE-TENURE CHECKLIST

1. Check the personnel file of each applicant to review their entire history in the district, especially attendance.
2. Have previous evaluations indicated areas of weakness in either in-class or out-of-class professional performance?
3. Talk personally with other individuals who may have knowledge of the staff member to supplement your own.

Suggested people are:

_____ Assistant Superintendent
_____ Director of Curriculum
_____ Supervisor of Special Programs
_____ Assistant Principal
_____ Director of Pupil Services

4. Answer the following:
 - a) Is this teacher strong in the subject area (s)?
 - b) Is this person compatible with the Perry Schools?
 - Our philosophy
 - Our rules
 - Our personnel
 - Our citizens
 - Our students
 - Our work standards
 - Our school objectives and goals
 - c) Have you noted deficiencies or problems in this person's work or compatibility, or have such been brought to your attention? If so, what were the problems? Has this person needed reprimand or correction? If so, for what?
 - d) Do you have any doubts about this person's ability or willingness to be a competent and compatible future employee of Perry Schools?

- e) If you recommend this person for tenure, would you:
- 1) Feel comfortable that, if this person is working in another building three years from now, his evaluations would be good.
 - 2) Feel comfortable about having this person's future performance with the system become a factor in your own evaluation.
 - 3) Feel comfortable having any recommendations for tenure which you make on this person placed in your personnel file.
5. How do you view this person in terms of his total contribution (in-class and out-of-class responsibilities) to the school system? As a summation of the entire role this person plays in all areas which affect our school system, does this person add to the system or detract from it?
6. Select the one statement below which best describes this person:
- a) One of the best. I point to this person as a good example, someone to emulate.
 - b) I depend on this person. A strong contributor in our school
 - c) Doing a job I can't often complain about, but some problems. We could easily replace this person with someone who would do a better job.
 - d) Clearly not up to Perry standards. Several, perhaps many deficiencies.

NOTE: This form is a worksheet, for your use and benefit only. You may want to use one of these forms for each of the persons who have applied for tenure in your building, but only to use as an aide in your deliberations. This form and our meeting in early October are early checkpoints in the tenure process, not the final determinations or an attempt to obtain decisions at this time.