A COMPLETE MYC Packet includes the following:

- Board Report **(submitted by faculty to Associate Dean/Director)**
    - *One printed copy [for the MYC packet]*
    - *One electronic copy submitted by the faculty via the Collin College Board Report App*

- MYC Summer/Fall Addendum **(submitted by faculty to Associate Dean/Director)**
    - *One printed copy [for the MYC packet]*
    - *One e-mailed electronic copy in Microsoft Word (not in a .pdf file)*

- Faculty Annual Performance Appraisals (signed and dated by both the faculty member and the Associate Dean/Director); at least one from 2022-2023 and one from 2023-2024 academic years.

- Faculty Teaching Loads for 2022-2023 and 2023-2024

- Student Surveys of Instruction (Student evaluations) for all sections of the past four long semesters

- Class Visit(s):
    - *Two class observation evaluations* (for faculty applying for either their first or second multi-year contract) OR *one class observation evaluation* (required for faculty applying for their third (or more) multi-year contract

- Signed MYC Candidate Form (signatures required from both Associate Dean/Director and Faculty)

- Signature Page (signature required from Dean)

A copy of all Board Reports must be uploaded to the MYC Board Reports folder on the I-drive. These are the reports that will be used to create the contract report for the Board of Trustees.