

# A&S Tenure-Track Faculty Evaluation Checklist

## Annual Evaluation Covering Academic Year 2017-2018

**To be uploaded in one PDF document to the A&S TRP Blackboard site by the department chairperson or designee, not by the faculty member being evaluated.**

**The PDF document must be ordered according to the list below. Files not properly organized or that are incomplete will be returned to departments.**

**Due Date:** [Monday, November 19, 2018](#)

**Faculty Member:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

- \_\_\_\_\_ A&S Tenure-Track Faculty Evaluation Checklist (this form)
- \_\_\_\_\_ Recommendation Regarding the Reappointment of Non-Tenured Faculty form (A&S website)
- \_\_\_\_\_ A&S Tenured and Tenure-Track Faculty Evaluation Form (use version 3/1/2018 on A&S website)
- \_\_\_\_\_ "Page 2" (Position Description Form) of all contracts *since becoming tenure-track*
- \_\_\_\_\_ Copies of prior faculty evaluation forms (committee letters/forms/etc. - not whole packet)
- \_\_\_\_\_ Annual Academic Supplement (reported via Digital Measures)
- \_\_\_\_\_ Candidate's narrative self-evaluation addressing teaching, scholarship, and service (6 pp. max.)
- \_\_\_\_\_ Evidence of accomplishment in research/scholarship/creative activity and service (only provide copies of first page or title page of pubs and copy of program entry for presentations)
- \_\_\_\_\_ Evidence of accomplishment in teaching as follows:
  - \_\_\_\_\_ Department Statement on Teaching Evaluation Policy
  - \_\_\_\_\_ Candidate's narrative self-evaluation of teaching (included in narrative self-evaluation above)
  - \_\_\_\_\_ Documentation of student evaluation of teaching for all courses (*in summary form, SELFI summary or equivalent. If using SELFI include Comparative Scores by Factor section*)
  - \_\_\_\_\_ At least one other source of evidence from list below. Check all that were evaluated by dept. \*Do not submit original materials (only summaries/reviews) with the file to A&S.
    - \_\_\_\_\_ Formal observation of teaching
    - \_\_\_\_\_ \* Review of course materials
    - \_\_\_\_\_ \* Review of student products
    - \_\_\_\_\_ Other (please specify) \_\_\_\_\_
- \_\_\_\_\_ External letters (if required by department)