A&S: Tenure-Track Faculty Evaluation Checklist 2014-2015

To be submitted to the College office by the Department Chair or designee, not by the faculty member being evaluated

Due Dates:
2nd year faculty – October 24, 2014
1st year faculty – January 2, 2015
3rd-5th year faculty – February 9, 2015

Faculty Member Evaluated ___________________________ Date Submitted ______________

Please Submit in Order. And no sleeved materials please.

______ A&S Tenured and Tenure-Track Faculty Evaluation Checklist (THIS FORM)
______ Recommendation Regarding Reappointment of Non-Tenured Faculty Form
______ A&S Tenured and Tenure-Track Faculty Evaluation Form (replaces UND Faculty Evaluation Form)
______ “Page 2” of all contracts (i.e., Position Description Forms) since becoming tenure-track.
______ Copies of prior faculty evaluation forms (Committee letters/forms/etc (not whole packet))
______ Updated curriculum vitae (Please order pubs by Date and highlight those new for evaluation period)
______ 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 (in summary form USAT summary or equivalent) for all courses since hiring. (Faculty hired before Fall 2003: Include all UND courses previously evaluated).

At least one other source of evidence (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

*Changes 2013