

A&S Non-Tenure Track Faculty Evaluation Checklist

Annual Evaluation Covering Academic Year 2022-2023

Due Date: Monday, November 20, 2023*

*First year special appointment evaluations are due Feb 26, 2024

Faculty Member: _____ Date Submitted: _____

The completed evaluation form should be uploaded to the A&S TRP Blackboard site by the department chairperson or designee, not by the faculty member being evaluated. Supporting documentation is for internal use only.

Evaluation Form: Label as “Faculty last name annual eval 2022-23” (e.g. Doe annual eval 2022-23)

_____ [Faculty Evaluation Form Tenure, Tenure Track, Non TT](#)

File 1: Supporting documentation, provided by faculty member.

For internal department use only – do not submit to College Office

_____ A&S Non-Tenure Track Faculty Evaluation Checklist (this form)

_____ Page 2 (Position Description Form) for the period under evaluation or letter of understanding for first-year special appointments

_____ Annual Academic Supplement: Use “October Supplement – Arts & Sciences” unless otherwise approved by the dean (*reported via [Faculty Success](#), formerly Digital Measures*)

_____ Candidate’s narrative/self-evaluation of teaching, research, service, and administrative duties, as applicable

_____ Evidence of accomplishment in research/scholarship/creative activity and service, as applicable (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:

Documentation of student evaluation of teaching for all courses (ONLY include Comparative Scores by Factor section from SELFI, or the equivalent if using something other than SELFI)

_____ At least one other source of evidence from list below.

_____ Formal observation of teaching

_____ Review of course materials*

_____ Review of student products*

_____ Other (please specify)