

NON TENURE-TRACK

A&S Faculty Promotion Evaluation Checklist 2023-2024

Materials must be ordered according to the list below as one PDF document (not in portfolio format). Files not properly organized or that are incomplete will be returned to departments. File is to be uploaded to the A&S TRP Blackboard site by the department chairperson or designee, not by the faculty member being evaluated.

Faculty Member: _____ **Date Submitted:** _____

- _____ A&S Non Tenure-Track Faculty Promotion Evaluation Checklist (this form)
- _____ [Faculty Promotion Form](#) (version 3.29.23)
- _____ [Faculty Evaluation Form Tenure, Tenure Track, Non TT](#) (version 9.25.20)
- _____ Updated curriculum vitae (see [Applicant to Department Chair, materials forwarded to reviewers](#) for information)
- _____ [External Reviewer Approved List](#) (for faculty with research appointments)
- _____ Letters from external peer evaluators (for faculty with research appointments)
- _____ All prior annual evaluation forms since last UND promotion/hire, with most recent evaluation first
- _____ Page 2 (Position Description form) of all contracts, or letters of understanding documenting duties and effort, for the period under evaluation, with most recent documents first
- _____ Department committee letter of assessment and evaluation citing teaching, scholarship, and/or service
- _____ Department chairperson letter of assessment, evaluation, and recommendation. The letter must have attached any documents not otherwise submitted that were placed in the official personnel file with the intent of becoming a part of the promotion materials.
- _____ Departmental tenure and promotion document used for candidate evaluation

- _____ Candidate's narrative/self-evaluation addressing teaching, scholarship, and/or service (6 pp. maximum)
- _____ Evidence of accomplishment in teaching as follows (if applicable):
 - _____ Documentation of student evaluation of teaching (*in summary form*) USAT or SELFI summary, or equivalent, for all courses since hiring or since last promotion. If using SELFI include only Comparative Scores by Factor section.
 - _____ Review of at least one of the following. Check all that were evaluated but do NOT submit materials in file.
 - _____ Course, clinical, or performance materials
 - _____ Student products from courses, supervision, or performances
 - _____ Formal observation of in class teaching, supervision, or performances
- _____ Evidence of accomplishment in research/scholarship/creative activity as follows (if applicable):
 - _____ Letters of professional recognition for awards/honors (if available)
 - _____ Verifications of creative performances/exhibits (where applicable)
 - _____ First page of all publications since last promotion at UND, or since hire for those who have not gone through the promotion process