

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)