

A&S Tenure-Track Faculty Evaluation Checklist

Annual Evaluation Covering Academic Year 2022-23

Files 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 20, 2023](#)

Faculty Member: _____ Date Submitted: _____

To be uploaded as two PDF documents to the A&S TRP Blackboard site by the department chairperson or designee, not by the faculty member being evaluated.

File 1: Label as “Faculty last name tenure track annual eval 2022-23” (e.g. Doe tenure track annual eval 2022-23.pdf)

- _____ A&S Tenure-Track Faculty Evaluation Checklist (this form)
- _____ [Recommendation Regarding the Reappointment of Non-Tenured Faculty](#) form
- _____ [Faculty Evaluation Form Tenure, Tenure Track, Non TT](#)
- _____ 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: 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 (6 pp. max.)
- _____ Department committee narratives (if not included on evaluation form)
- _____ Department chair narratives (if not included on evaluation form)

File 2: Label as “Faculty last name Supporting Docs 2022-23” (e.g. Doe Supporting Docs 2022-23.pdf)

- _____ 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:
 - _____ 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. 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)