

# A&S Tenured Faculty Evaluation Checklist

## Annual Evaluation Covering Academic Year 2021-2022

*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 21, 2022](#)

Faculty Member: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**To be uploaded as two separate PDF files 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 annual eval 2021-22" (e.g. Doe annual eval 2021-22)

- \_\_\_\_\_ A&S Tenured Faculty Evaluation Checklist (this form)
- \_\_\_\_\_ [Faculty Evaluation Form Tenure, Tenure Track, Non TT](#)
- \_\_\_\_\_ Page 2 (Position Description Form) for the period under evaluation
- \_\_\_\_\_ Annual Academic Supplement: Use "October Supplement – Arts & Sciences" unless otherwise approved by the dean (*reported via [Faculty Success](#), formerly Digital Measures*)
- \_\_\_\_\_ Department committee narratives (if not included on evaluation form)
- \_\_\_\_\_ Department chair narratives (if not included on evaluation form)
- \_\_\_\_\_ Candidate's narrative/self-evaluation of teaching, research, service, and administrative duties, as applicable

### File 2: Label as "Faculty last name Supporting Docs 2021-22" (e.g. Doe Supporting Docs 2021-22)

- \_\_\_\_\_ 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)