

A&S Non-Tenure Track Faculty Evaluation Checklist

Annual Evaluation Covering Academic Year 2023-2024

Due Date: Wednesday, November 20, 2024*

*First year special appointment evaluations are due Feb 25, 2025

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 2023-24” (e.g. Doe annual eval 2023-24)

_____ 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)