

A&S Tenured Faculty Evaluation Checklist

Annual Evaluation Covering Academic Year 2023-2024

Files must be ordered according to the list below. Files not properly organized or that are incomplete will be returned to departments.

Due Date: [Wednesday, November 20, 2024](#)

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

- _____ 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 2023-24" (e.g. Doe Supporting Docs 2023-24)

- _____ 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)