

# A&S Tenure-Track Faculty Evaluation Checklist

## Annual Evaluation Covering Academic Year 2023-24

*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 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 2023-24” (e.g. Doe tenure track annual eval 2023-24.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 2023-24” (e.g. Doe Supporting Docs 2023-24.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)