

A&S: Faculty Tenure & Promotion Evaluation Checklist 2009-2010

(to be submitted to the College office by the Department Chair or designee, not by the faculty member being evaluated):

Due Date: **September 18th**

Items with an * must be placed in the front of the materials or separated from other materials as they are forwarded to the VPAA. See VPAA website for list of additional materials to be held in Department.

**Faculty Member
Evaluated**

Date Submitted

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- A&S Tenured and Tenure-Track Faculty Evaluation Checklist (This Form)
 - *Tenure Candidate Recommendation Form (tenure only)
 - *Recommendation Regarding Reappointment of Non-Tenured Faculty Form (tenure only)
 - * Faculty Promotion Form (promotion only)
 - * A&S Tenured and Tenure-Track Faculty Evaluation Form (replaces UND Faculty Evaluation Form)
 - * Copies of prior faculty evaluation forms/materials (tenure –since hire, Promotion –since last promotion)
 - * “Page 2” of all contracts (i.e., Position Description Forms) for the period under evaluation
 - * Updated curriculum vitae – see VPAA format
 - * Letter of assessment, evaluation and recommendation from Department Chair
 - * External letters (if required by Department)
 - Evidence of accomplishment in research/scholarship/creative activity and service (Full copies of publications etc.)
 - Candidate’s narrative/self-evaluation addressing teaching, scholarship, and service (6 pp. maximum)
 - Evidence of accomplishment in teaching as follows:
 - Department Statement on Teaching Evaluation Policy
 - A&S Teaching Evaluation Documentation Worksheet
 - Candidate’s narrative self-evaluation of teaching (included in narrative self-evaluation above)
 - Documentation of student evaluation of teaching (***in summary form***) USAT summary or equivalent for all courses since hiring or since last promotion
 - At least one other source of evidence (Check all that apply).
 - Formal observation of teaching
 - Review of course materials
 - Review of student products
 - Other (please specify) _____