

A&S: Tenure-Track Faculty 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 Dates: Year 1 January 4th; Year 2 October 30th; Years 3-5 February 1st

Faculty Member Evaluated _____ Date Submitted _____

Please Submit in Order. **And no sleeved materials please.**

- _____ A&S Tenured and Tenure-Track Faculty Evaluation Checklist (***THIS FORM***)
- _____ Recommendation Regarding Reappointment of Non-Tenured Faculty Form
- _____ A&S Tenured and Tenure-Track Faculty Evaluation Form (replaces UND Faculty Evaluation Form)
- _____ "Page 2" of all contracts (i.e., Position Description Forms) for the period under evaluation
- _____ Copies of prior faculty evaluation forms (Committee letters/forms/etc (not whole packet))
- _____ Updated curriculum vita (Please order pubs by Date and highlight those new for evaluation period)
- _____ Candidate's narrative/self-evaluation addressing teaching, scholarship, and service (6 pp. max.)
- _____ 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:

- _____ 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. (Faculty hired before Fall 2003: Include all UND courses previously evaluated).

At least one other source of evidence (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