

## A&S: Tenure-Track Faculty Evaluation Checklist 2008-2009

(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 5<sup>th</sup>; Year 2 October 31<sup>st</sup>; Years 3-5 February 2<sup>nd</sup>

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