

Faculty Evaluation Checklist

Probationary Faculty (Article 7A)

Document	Responsible Party
<input type="checkbox"/> Faculty Evaluation Summary Form (Year 1, 2, 3 or 4)	Committee Chair provides, All Committee Members sign
<input type="checkbox"/> Classroom or Service Observation Form	All Committee Members complete
<input type="checkbox"/> Professionalism Form	Committee/Dept Chair completes
<input type="checkbox"/> Student Evaluation Summary	Department Chair provides
<input type="checkbox"/> Official Course Outline of Record (available on Curricunet)	Department Chair provides
<input type="checkbox"/> Syllabi	Evaluatee provides
<input type="checkbox"/> Self-Evaluation (including goals set forth in revised PPD* if Year 3 or 4)	Evaluatee provides
<input type="checkbox"/> Other materials (if requested by the committee)	Evaluatee provides
<input type="checkbox"/> Plan for Professional Development (Year 1 and 2 only)	Evaluatee provides
<input type="checkbox"/> Reports of other Professional of College Activities (optional)	Evaluatee provides
<input type="checkbox"/> Faculty Member's Written Response to Evaluation (optional)	Evaluatee provides

*PPD = Plan for Professional Development

Note

1. The evaluation conference must occur no later than the end of Week 16.
2. The evaluation file is due to HR no later than the last day of Finals Week.
3. Please refer to the evaluation timeline for specific procedural dates and deadlines.