

**DIRECTIONS FOR FACULTY PREPARING THE FULL EVALUATION SUMMARY
FOR REAPPOINTMENT, TENURE, OR PROMOTION
(SEE EVALUATION AND PROMOTION CALENDARS FOR DUE DATES)**

In a narrative statement or essay, you should describe how you have met the department's criteria in each of the three areas under consideration: teaching, scholarly/creative activity, and service. It is your responsibility to describe, and where appropriate document, both in terms of quantity and quality, the activities you are presenting for evaluation. Your narrative should describe your work in such a fashion that the reader can relate your performance to the departmental criteria and make an informed judgment about how well you have met those expectations. Documentation in the form of student evaluations, sample of classroom materials, copies of articles, commendations, etc., should be included as appendices and referenced where appropriate in the narrative.

The following suggestions should serve as a guide in your preparation of the narrative.

Under INSTRUCTIONAL EFFECTIVENESS you should be sure to include/describe:

- specific evidence of your effectiveness in the teaching/advising process;
- activities which have improved your teaching;
- results of student, peer, and department head evaluations;
- the manner in which you have met the department criteria for teaching.

Under SCHOLARLY/CREATIVE ACTIVITIES you should be sure to include/describe:

- a list of the specific items you are presenting for evaluation, e.g., publications, exhibits, performances, and other activities identified as appropriate in your department evaluation document, with enough description to make them understandable to the reader;
- the manner in which the results of these activities were disseminated;
- the contribution the activities have made to the discipline;
- a description of any judgments which have been made about these activities;
- the manner in which you have met the department/contract criteria for scholarly/creative activity.

Under SERVICE you should be sure to include/describe:

- the specific activities you are presenting for evaluation;
- a description of your contribution to each activity listed;
- the manner in which your service has met the department's criteria for service.

IN ALL CASES, YOU SHOULD REFER TO THE APPROPRIATE MARGINAL PARAGRAPHS OF ARTICLES XIII, XIV, AND XV OF THE EMU-AAUP CONTRACT, AND TO THE DEPARTMENT EVALUATION DOCUMENT FOR COMPLETE DETAIL.