

**DIVISION OF ACADEMIC AFFAIRS
FULL EVALUATION CHECKLIST
(To Be Completed By Each Administrative Evaluator)**

The following checklist is provided to assist department heads in the faculty evaluation process. Each action should be checked off as completed and a signed copy of this form should accompany each evaluation conducted. These items are numbered in the order in which they should be done under each heading.

INSTRUCTIONAL EFFECTIVENESS

Pre-Evaluation

- 1. Conduct classroom visitation (s).
- 2. Review faculty committee evaluation.
- 3. Review applicant's narrative.
- 4. Review applicant's response, if applicable.
- 5. Review applicant's support materials.

Written Evaluation

- 1. Cite DED/contract requirements for rating assigned.

Explain how applicant has or has not met each of the criteria for Instructional Effectiveness in the DED/contract citing:

- a. results of peer classroom evaluation;
- b. results of student evaluation;
- c. results of department head classroom evaluation;
- d. how each of the elements above, and the applicant's narrative and documentation, support the rating assigned.

SCHOLARLY AND/OR CREATIVE ACTIVITY

Pre-Evaluation

- 1. Review faculty committee evaluation.
- 2. Review applicant's response, if applicable.
- 3. Review applicant's narrative.
- 4. Verify that activities claimed are appropriately documented in application.

Written Evaluation

- 1. Cite DED/contract requirements for rating assigned.

Explain how the applicant has or has not fulfilled the DED/contract requirements, including:

- a. A detailed listing of refereed activities;
- b. A detailed listing on non-refereed activities, that explains, for each activity credited:
 - i. how the activity meets one of the contractual definitions of scholarly/creative activity (see Article XV.B.2.b.);
 - ii. how the results were disseminated;
 - iii. the contribution of the activity to the discipline or area of specialization.

NOTES

1. In order for any non-refereed activity to receive credit, the candidate must have explained the three points above in his/her narrative.
2. Any and all activities that are not credited must be explained, referencing, in the narrative, the points above.

SERVICE

Pre-Evaluation

- 1. Review faculty committee evaluation.
- 2. Review applicant response, if applicable.
- 3. Review applicant’s narrative.
- 4. Review applicant supporting materials.

Written Evaluation

- 1. Cite DED/Contract requirements for rating assigned.
- 2. Cite service activities claimed.

Explain:

- a. the quality of the applicant’s contribution to each service activity claimed;
- b. how applicant’s service fulfills DED requirements for rating assigned.

EVALUATION SUMMARY AND RECOMMENDATION

- Cite DED/contract required ratings for positive recommendation. Explain how ratings assigned applicant support the department head’s positive or negative recommendation.

APPLICANT _____
(Name)

TYPE OF EVALUATION _____
(reappointment, tenure, promotion)

EVALUATION COMPLETED BY _____
(Name)

DATE _____