

Record of Evaluation for Tenure Track Faculty Member

Faculty Member Name: _____

Department: _____

_____ **Fall Hire** _____ **Spring Hire**

Evaluation Year: _____ 1st _____ 2nd _____ 3rd _____ 4th _____ 5th

Department Evaluation Committee Members: _____

Department Chairperson: _____

Classroom Observations (2 peer observations per semester for semesters evaluated and one chairperson observation per year – see attached chart)

Date: _____

Date: _____

Class: _____

Class: _____

Observer: _____

Observer: _____

___ Observation report shared with faculty member

___ Observation report shared with faculty member

___ Observation report attached

___ Observation report attached

Date: _____

Date: _____

Class: _____

Class: _____

Observer: _____

Observer: _____

___ Observation report shared with faculty member

___ Observation report shared with faculty member

___ Observation report attached

___ Observation report attached

Student Evaluations

Course(s) Taught:

Fall: _____

Spring: _____

_____ **Student Evaluation summaries for all courses attached**

_____ **Student Evaluation summaries for some course attached**

_____ **No Student Evaluation summaries attached**

If missing some or all student evaluation summaries explain reason:

Evaluation Reports

_____ **Committee Report shared with faculty member**

_____ **Committee Report attached**

_____ **Committee Report sent to chair with copy to Dean by deadline** (see attached deadline chart)

_____ **Department Chair Report shared with faculty member with copy to Department Committee**

_____ **Department Chair Report attached**

_____ **Department Chair Report sent to Dean by deadline** (see attached deadline chart)

_____ **Dean's Report shared with faculty member; final report to Department Committee and Department Chair**

_____ **Dean's Report attached**

_____ **Dean's report sent to Provost by deadline** (see attached deadline chart)

Department Evaluation Chair Signature

Date

Department Chair Signature

Date

Deans Signature

Date