

**Record of Evaluation for Tenured Faculty Member**

**Faculty Member Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Department Evaluation Committee Members:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Department Chairperson:** \_\_\_\_\_

**Classroom Observations** (One observation per semester by the Department Committee and an evaluation per year by the Department Chairperson – see attached chart)

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Observer:** \_\_\_\_\_

**Observer:** \_\_\_\_\_

**Student Evaluations**

**Course(s) Taught:**

**Fall:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Student Evaluation summaries for all fall semester courses attached**

\_\_\_\_\_ **Student Evaluation summaries for some fall semester course(s) attached**

\_\_\_\_\_ **No Student Evaluation summaries attached**

**If missing some or all student evaluation summaries explain reason:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Evaluation Report**

\_\_\_\_\_ **Committee Report shared with faculty member**

\_\_\_\_\_ **Committee Report attached**

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

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\_\_\_\_\_ **Department Chair Report shared with faculty member with copy to the Department Committee**

\_\_\_\_\_ **Department Chair Report attached**

\_\_\_\_\_ **Department Chair report sent to Dean by deadline** (see attached deadline chart)

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

\_\_\_\_\_ **Dean's Report attached**

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

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\_\_\_\_\_ **Department Evaluation Chair Signature**

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Department Chair Signature**

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Deans Signature**

\_\_\_\_\_ **Date**