

## **Appendix H: UNAC Faculty Evaluation File Preparation Checklist**

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The responsibility for preparation, contents, and submission of the faculty evaluation file for comprehensive evaluation reviews rests exclusively with the faculty member. The Faculty Evaluation File is distinct from the Academic Record File (which is permanently housed in the dean's or director's office and does not accompany the evaluation file). Faculty evaluation file contents are the sole resource upon which comprehensive faculty evaluation reviews are based. It is imperative for faculty under review to provide a complete evaluation file. Failure to provide a complete file leaves evaluators with insufficient information upon which to base their conclusions and recommendations, and could result in unsatisfactory review. Missing required material may not be added after initial submission.

**For more detailed information and explanations see Chapter 10 of this Faculty Handbook.**

### **REQUIRED MATERIALS:**

The faculty member is required to include the following material in their evaluation file, for the period under review. (Faculty going up for full professor the "period under review" includes the period from the last review for tenure and promotion) Items noted with an asterisk (\*) can be found in the faculty member's Academic Record File, located in the appropriate dean or director's office.

- Table of contents
- Cover letter stating how the faculty member meets the criteria of the action at hand
- Current curriculum vitae
- Cumulative activity report (source material: \* Annual Activity Reports)
- \* Dean, director, or designee feedback in response to Annual Activity Reports [annual evaluations]
- \* Dean or director evaluations and faculty member responses
- \* Faculty workload agreements
- \* Mastery of subject area documentation.
- \* Summaries of teaching evaluations (Student Ratings), including individual comments
- Self-evaluation summarizing scholarly contributions and accomplishments in other areas included in workload agreements. (If the dean, director, or designee's feedback to previous evaluations noted areas for improvements, then the self-evaluation shall include a summary of progress made to address those areas.)
- External review letters [applicable only to United Academics faculty undergoing promotion and tenure reviews]
- \* Reports from Sabbatical or Other Academic Leave

### **RECOMMENDED MATERIALS:**

- Teaching:** Evidence in support of teaching performance (see appendix C).
- Service:** Evidence in support of public and university service (see appendix D).
- Research/Creative Activity** (if applicable): Evidence in support of research/creative activity (see appendix E).
- Professional Development:** Evidence in support of professional development.
- Other material faculty members consider pertinent to this review.