



Contract Untenured Faculty Evaluation Checklist

Instructional Faculty Unit Member Name: _____

Year 1

Level One TRC Team - 3 members (2 Faculty and one Admin) with optional 4 th member.
Observer assigned by FA (optional).
All TRC members received training.
Evaluee has submitted Professional Review (1-2 pages). Due Oct. 1 st .
Initial meeting was held and Evaluee was apprised of the Tenure Review Process.
3 classroom visits were made in Fall of 1 st year.
2 Student Surveys were distributed and summarized.
Evaluee provided TRC committee with instructional materials (syllabi, tests, handouts).
Class observation written report was received by Evaluee within 15 working days.
Administrator's Review Submitted by Dec 1 st .
Final Meeting was conducted and Evaluee received a copy of the signed recommendation.
Fully, signed report forwarded to VP of Academic Services by Dec. 16 th .
Level Two Tenured Faculty Member(s) identified (cannot be member of level 1 committee).
Level Two Committee (Faculty + VP Academic Services) reviews and makes recommendation.

Year 2

Evaluee has submitted Professional Review (3-8 pages). Due Oct. 1 st .
3 classroom visits were made. Classroom visits should commence in Spring (after March 15): <ul style="list-style-type: none"> • One visit with one student survey plus an additional student survey Spring (of 1st year) • Two visits with two student surveys Fall (of 2nd year)
4 Student Surveys were distributed and summarized.
Evaluee provided TRC committee with instructional materials (syllabi, tests, handouts).
Class observation written report was received by Evaluee within 15 working days.
Administrator's Review Submitted by Dec 1 st .
Final Meeting was conducted and Evaluee received a copy of the signed recommendation.
Fully, signed report forwarded to VP of Academic Services by Dec. 16 th & Level Two Review.

Years 3 - 4

Evaluee has submitted Professional Review (3-8 pages). Due Oct. 1 st .
3 classroom visits were made. Classroom visits should commence in Spring (after March 15): <ul style="list-style-type: none"> • Spring (of 2nd academic year) • Fall (beginning of 3rd year) – Student Surveys should be distributed • Fall (of 4th year) – Student Surveys should be distributed
2 Student Surveys were distributed and summarized in the Fall Semesters.
Evaluee provided TRC committee with instructional materials (syllabi, tests, handouts).
Class observation written report was received by Evaluee within 15 working days.
Administrator's Review Submitted by Dec 1 st .
Final Meeting was conducted and Evaluee received a copy of the signed recommendation.
Fully, signed report forwarded to VP of Academic Services by Dec. 16 th & Level Two Review.

*NOTE: Spring Semester Hires – At least one class and student evaluation shall occur the 1st Spring Semester (Article 14D.1)