

Appendix D

Documentation the Faculty Member is Responsible for Presenting

In addition to the material required in each section below, the evaluatee must also include a short narrative summary explaining what he or she does for each of the roles – teaching, scholarly and creative activities, service to school, and service to community – on which they have chosen to be evaluated.

I. TEACHING (all are required)

A. Include representative samples (at least one year's worth) of the following:

1. Syllabi
2. Handouts, readings, assignments, links to websites
3. Exams and/or other formative assessments, including feedback given to the students. Written feedback is preferred. For those courses that do not have written assignments or tests, either audio feedback, video feedback, or evidence of evaluative feedback and/or comments from a member of the evaluatee's PRC are acceptable.

B. Completed faculty observation form

II. SCHOLARLY AND CREATIVE ACTIVITIES (A and B are required)

A. Current vita, including list of current memberships

B. Sufficient documentation from items 1-4 below to support maintenance of currency

1. List of conferences attended, with a brief description of faculty member's involvement
2. List of any appropriate faculty development spending for this category
3. Reading list
4. Evidence of continuing education or educational advancement

C. If you have chosen to be evaluated for discovery and creation, dissemination or translation, include representative examples of your work. In the event that you have a large body of work for any of these categories, please include a sample along with a list of other projects and a way for the committee to request more information if they need it. Possible ways to provide examples include:

1. CD/DVD
2. Power Point
3. Copies of books or articles
4. Links to websites

III. SERVICE TO SCHOOL

A. If you have chosen to be evaluated for committee work, include a list of committee membership(s).

B. If you advise students, include a list of all of your current advisees.

- C. If you have chosen to be evaluated for recruiting, include the “Faculty Self-Checklist for Recruiting” (see Appendix D-1).
- D. If you have chosen to be evaluated for supervising student clubs or organizations, include a list of student clubs or organizations supervised, with a brief statement of your involvement.
- E. If you have chosen to be evaluated for managing College projects, include a list of College projects managed, with a brief statement of your involvement and a list of appropriate contacts. Also, please ask that each contact send a letter directly to the chair of the faculty evaluation committee detailing your involvement with the project.
- F. If you have chosen to be evaluated for mentoring colleagues, include a list of colleagues mentored. Also, please ask that each of these colleagues send a letter directly to the chair of the faculty evaluation committee detailing your involvement with the project.
- G. If you have chosen to be evaluated for other service to the College, include a brief statement of any other service to the College.

IV. SERVICE TO THE COMMUNITY

If you have chosen to be evaluated for community service, include a list of activities that details your service to the profession, and/or a list of activities that details your service to the general community. Also provide the appropriate contact information for each item on the list(s).

Appendix D-1

Faculty Self-Checklist for Recruiting

Did you make phone calls to prospective students? Yes _____ No _____

Did you make visits to high schools? Yes _____ No _____

Did you send emails to prospective students? Yes _____ No _____

Did you participate in an open house or other recruiting activity? Yes _____ No _____

Did prospective students visit you in person? Yes _____ No _____

Did you participate in other recruiting activities? Yes _____ No _____

If yes, briefly describe those activities: