

CHECKLIST FOR THE EXCELLENCE REVIEW FOR INITIAL CONTINUING APPOINTMENT

This checklist is to outline the dossier requirements for the Excellence Review for a member of Unit 18 (NSF) who has accrued the equivalent of six years of service in title within the department.

Department will submit the original and two copies of the following to the dean's office:

Recommended Action Form

Departmental letter of recommendation, which must include:

Numerical vote of Senate faculty

Teaching responsibilities

Evaluation of teaching effectiveness, including an analysis of student evaluations as well as other types of evaluation as appropriate

Evaluation of pedagogy

Evaluation of professional activities and community service

Instructional workload calculation

Department Ad Hoc Committee Report

OPTIONAL – Extramural letters, stamped "CONFIDENTIAL".

Signed Candidate's Disclosure Statement

OPTIONAL – Candidate's statement

Page 1 of the Teaching, Advising, and Curricular Development form, and copy of employee's teaching record

List of any additional documentation submitted for review, including

Student evaluations and summaries (from all courses taught during the review period)

Materials documenting new or more effective techniques of instruction

Instructional materials, including course syllabi and examinations

Reports, publications

List of any grants, honors, and awards

SUPPORTING DOCUMENTATION (one copy; will be returned to the department)

Student evaluations (submit student evaluations from all courses taught during the review period). Also, submit numerical summaries or percentages in each rating category for all courses taught during the review period.

OPTIONAL - Any additional documentation submitted for review, with list of materials submitted. This may include confidential and/or non-confidential letters.

Dean's office will submit original and one copy of these materials to the Vice Provost's Office. In addition, the dean's office will provide:

Dean's recommendation letter.

Revised: 9/27/05