

# CHECKLIST FOR FACULTY ANNUAL EVALUATION

All full-time faculty must be reviewed annually, have a current position description, and have official personnel file maintained in the college dean's office according to [NDSU Policy 352](#), [NDSU Policy 350.1](#), and [N.D.C.C. 54-06-21](#). Faculty include probationary and tenured faculty, professors of practice, research professors, senior lecturers, and lecturers.

Faculty Name: \_\_\_\_\_

Department/Unit Chair or Head: Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean of the College: Signature \_\_\_\_\_ Date \_\_\_\_\_

Check "Yes" for agreement or "NA" if not applicable. Be prepared to explain why an item is not applicable.

<b>Department Level</b>	<b>Chair</b>
Faculty provided a written evaluation report of their performance relative to their current position description.	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Evaluation of teaching conducted consistent with NDSU Policy 332 and included significant student input (course evaluations*, exit interviews, etc.).	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Student input used in the evaluation documented in the annual evaluation and filed in the faculty member's official personnel file in the Dean's Office.	<input type="checkbox"/> Yes <input type="checkbox"/> NA
The review recognizes and reinforces areas of strength, discusses areas of weakness and recommends improvement.	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Recommendations to strengthen the case for promotion and/or tenure for assistant and associate professors are discussed.	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Faculty accorded 14 calendar days to attach a written response.	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Position description reviewed, updated, and signed by dean, chair/head, and faculty	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Position description specify how responsibilities will be allocated among teaching, research, and service.	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Position description is aligned with department tenure evaluation criteria.	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Annual evaluation signed by chair/head and faculty submitted to the College by April 15 or as directed by Dean.	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Electronic copy of the position description sent to Dean's Office for inclusion in Faculty Contract of Employment by May 1.	<input type="checkbox"/> Yes <input type="checkbox"/> NA
<b>College Level</b>	<b>Dean's Office</b>
Annual evaluation and any response from the faculty is filed in the faculty member's official personnel file in the Dean's Office.	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Job description filed in the faculty member's official personnel file in the Dean's Office.	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Faculty personnel file is maintained consistent with N.D.C.C. 54-06-21.	<input type="checkbox"/> Yes <input type="checkbox"/> NA
Confirmation that the faculty has received an annual evaluation is sent to the Office of the Provost by May 1. <i>Satisfactory performance must be documented and on file in order to receive an annual salary increase.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> NA
	<input type="checkbox"/> Yes <input type="checkbox"/> NA

\* *Student Course Experience Survey (formerly Student Rating of Instruction).*