



# West Chester University of Pennsylvania

## Checklist for Performance Review of a Probationary Faculty Member CLASSROOM FACULTY

*This informal information specifies the items the TeP Committee reviews in each file.  
Incomplete files will be returned to the applicant.*

Faculty Member: \_\_\_\_\_

Department: \_\_\_\_\_

Semester(s) Reviewed: \_\_\_\_\_

Probationary 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> (circle one)

Date of Review: \_\_\_\_\_

In accordance with Article XII of the Collective Bargaining Agreement, a performance review for the above named faculty member is presented as follows:

- 1 FACULTY MEMBER received an explanation of the evaluation procedure from the Evaluation Committee prior to the start of the review process.
- 2 FACULTY MEMBER provided an updated vita to department committee.
- 3 Updated copy of vita is attached.
- 4 Student Rating of Instructor Survey (SRIS) for the FACULTY MEMBER were completed in all classes in the spring and fall semesters covered by this review.
- 5 Summary of SRIS (Student Rating of Instructor Survey) in all classes in each semester is attached
- 6 FACULTY MEMBER was observed by the Evaluation Committee at least twice in each semester evaluated.
- 7 FACULTY MEMBER was observed at least once per academic year by the Department Chairperson.
- 8 Prior to putting the observation into writing, there was a discussion of each visit between the observer and the FACULTY MEMBER.
- 9 The written observation report was given to the FACULTY MEMBER.
- 10 FACULTY MEMBER had the opportunity for written comment relative to each observation.
- 11 FACULTY MEMBER signed each observation report.
- 12 Each observation report is attached.
- 13 Evaluation Committee's reports, including recommendation regarding renewal or nonrenewal, was prepared and is attached.
- 14 Evaluation Committee provided the FACULTY MEMBER a reasonable opportunity to discuss its report.
- 15 Evaluation Committee provided the FACULTY MEMBER and Department Chairperson with a copy of its report.
- 16 The Evaluation Committee submitted its report--along with the supportive materials enumerated in CBA Article XII--to the appropriate dean or manager.

- 17 Department Chairperson's independent report, including recommendation regarding renewal or non-renewal, was prepared and is attached.
- 18 The Department Chairperson provided the FACULTY MEMBER a reasonable opportunity to discuss the Chairperson's report.
- 19 The Department Chairperson provided the FACULTY MEMBER and Evaluation Committee with a copy of the Chairperson's report.
- 20 The Chairperson submitted his/her report to the appropriate dean or manager.
- 21 A current SoE and updated SoE for the next evaluation cycle are attached.
- 22 The Departmental Teacher/Scholar is attached.

FACULTY MEMBER:

Name: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

DEPARTMENT CHAIRPERSON:

Name: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

EVALUATION COMMITTEE CHAIRPERSON:

Name: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

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