



West Chester University of Pennsylvania
Checklist for Performance Review
of a Probationary Faculty Member
NON-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 1st 2nd 3rd 4th (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 a current vita to department committee.
3 Current vita is attached.
4 Evaluation Committee's report, including recommendation regarding renewal or non-renewal, as prepared and is attached.
5 Evaluation Committee provided the FACULTY MEMBER a reasonable opportunity to discuss its report.
6 Evaluation Committee provided the FACULTY MEMBER and Department Chairperson with a copy of its report.
7 The Evaluation Committee submitted its report—along with the supportive materials enumerated in CBA Article XII—to the appropriate dean or manager.
8 Department chairpersons' independent report was prepared and is attached.
9 The Department Chairperson provided the FACULTY MEMBER a reasonable opportunity to discuss the Chairperson's report
10 The Department Chairperson provided the FACULTY MEMBER and Evaluation Committee with a copy of the Chairperson's report.
11 The Chairperson submitted his/her report to the appropriate dean or manager.
12 A current SoE and updated SoE for the next evaluation cycle are attached.
13 The evaluation instrument data is attached.
14 The Department Teacher/Scholar Model is attached.

