



**West Chester University of Pennsylvania
Temporary CLASSROOM – Full-Time, Full Academic Year – Faculty Member
Checklist for Performance Review**

Faculty Member: _____

Department: _____

Semester(s) Reviewed: _____

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 copy of vita is attached.
4. ☐ Student Feedback of Instructor Survey (SFIs) for the FACULTY MEMBER were completed in all classes in the fall semester covered by this review.
5. ☐ Summary of SFIs (Student Feedback of Instructor Survey) in all classes in the fall 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 Statement of Expectations (SoE) is attached.
22. ☐ The Dean's performance review is attached and has been provided to the FACULTY MEMBER.

SIGNATURES:

FACULTY MEMBER:

Print Name: _____ Date: _____

Signature: _____ Date: _____

DEPARTMENT CHAIRPERSON:

Print Name: _____ Date: _____

Signature: _____ Date: _____

EVALUATION COMMITTEE CHAIRPERSON:

Print Name: _____ Date: _____

Signature: _____ Date: _____