



West Chester University of Pennsylvania
Checklist for Performance Review of ONE SEMESTER ONLY
of a Temporary Faculty Member
CLASSROOM FACULTY

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 an updated vita to department committee.
- 3 Updated copy of vita is attached.
- 4 Student Rating of Instructor Survey (SRIS) are attached for fall semester courses only. (These forms are not required for temporary faculty teaching only spring semester courses.)
- 5 Summary of SRIS (Student Rating of Instructor Survey) in all classes in the fall semester is attached.
- 6 FACULTY MEMBER was observed by the Evaluation Committee or Department Chair at least once during the semester evaluated
- 7 Prior to putting the observation into writing, there was a discussion of each visit between the observer and the FACULTY MEMBER.
- 8 The written observation report was given to the FACULTY MEMBER.
- 9 FACULTY MEMBER had the opportunity for written comment relative to each observation.
- 10 FACULTY MEMBER signed each observation report.
- 11 Each observation report is attached.
- 12 Evaluation Committee's reports, including recommendation regarding renewal or nonrenewal, was prepared and is attached.
- 13 Evaluation Committee provided the FACULTY MEMBER a reasonable opportunity to discuss its report.
- 14 Evaluation Committee provided the FACULTY MEMBER and Department Chairperson with a copy of its report.
- 15 The Evaluation Committee submitted its report--along with the supportive materials enumerated in CBA Article XII--to the appropriate dean or manager.

- 16 Department Chairperson's independent report, including recommendation regarding renewal or non-renewal, was prepared and is attached.
- 17 The Department Chairperson provided the FACULTY MEMBER a reasonable opportunity to discuss the Chairperson's report.
- 18 The Department Chairperson provided the FACULTY MEMBER and Evaluation Committee with a copy of the Chairperson's report.
- 19 The Chairperson submitted his/her report to the appropriate dean or manager.
- 20 A current Statement of Expectations is attached.
- 21 The Dean's performance review is attached and has been provided to the FACULTY MEMBER.

FACULTY MEMBER:

Name: _____ Date _____

Signature: _____ Date _____

DEPARTMENT CHAIRPERSON:

Name: _____ Date _____

Signature: _____ Date _____

EVALUATION COMMITTEE CHAIRPERSON:

Name: _____ Date _____

Signature: _____ Date _____