

West Chester University of Pennsylvania Checklist For Performance Review of a Tenured Faculty Member NON-CLASSROOM FACULTY

Faculty Member:		
Is this Evaluation being completed as part of the promotion process? Yes No		
Is this an Interim Evaluation? Yes No I		
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	Evaluation Committee's report was 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 Chairperson's 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 Departmental Teacher/Scholar Model is attached.

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