



**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 annually updated vita to department committee.
- 3 Current copy of vita is attached.
- 4 FACULTY MEMBER was observed by the Evaluation Committee **or** Department Chair once during the semester evaluated
- 5 Prior to putting the observation into writing, there was a discussion of each visit between the observer and the FACULTY MEMBER.
- 6 The written observation report was given to the FACULTY MEMBER.
- 7 FACULTY MEMBER had the opportunity for written comment relative to the observation.
- 8 FACULTY MEMBER signed the observation report.
- 9 The observation report is attached.
- 10 Evaluation Committee's reports, including recommendation regarding renewal or nonrenewal, was prepared and is attached.
- 11 Evaluation Committee provided the FACULTY MEMBER a reasonable opportunity to discuss its report.
- 12 Evaluation Committee provided the FACULTY MEMBER and Department Chairperson with a copy of its report.
- 13 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 \_\_\_\_\_