

General Instructions for Annual Evaluations for Faculty Not on Tenure Track

This report will serve in evaluating professional performance of faculty not on tenure track on an annual basis.

For the Faculty Member:

1. All faculty members are responsible for clearly and concisely presenting appropriate information, explanation, assessment, and documentation concerning their assignment responsibilities.
2. All self-evaluations should be self-contained and accurate.
3. Supporting documentation should be provided, and faculty members should reference the documents in the evaluation. Documents should be well organized to help committee members access them easily.
4. Avoid jargon and abbreviations but do provide background information or explanations when needed to help the reader understand information unique to a discipline or field or to the faculty member's duties.
5. Narratives must analyze and explain rather than simply repeat listed information or summarize information already provided.
6. Cover page information should be complete. Additional rows may be added to tables, as needed, for degrees, job information, etc.
7. The evaluation should be single spaced, should be printed with one inch margins in 10 point type, and should include the appropriate headers and page numbers.
8. Faculty members are strongly encouraged to stay within recommended maximum lengths for each section.
9. Self-evaluations should be printed on light blue paper.

For Committees and Administrators:

1. After reviewing the self-evaluation and supporting materials, the department committee or appropriate administrator will prepare the Evaluation Report for Annual Performance for Faculty Not on Tenure Track.
2. The evaluator's report should clearly and concisely assess performance. The report itself should be adequate to present the candidate to college and university levels; additional materials are made available to these levels but are typically not forwarded with the report. Avoid jargon and abbreviations but do provide background information or explanations when needed to help the reader understand information unique to a discipline or field or to the faculty member's duties.
3. Narratives must analyze and explain rather than simply repeat listed information or summarize information already provided.
4. The report should be single spaced, should be printed with one inch margins in 10 point type, and should include the appropriate headers and page numbers.
5. The Evaluation Report for Annual Performance for Faculty Not on Tenure Track shall be on white paper and shall not be assembled within the faculty member's self-evaluation.
6. The faculty member's cover page shall become the cover page of the Evaluation Report for Annual Performance for Faculty Not on Tenure Track.
7. Committees and administrators will provide a recommendation on reappointment on the appropriate signature pages of the Evaluation Report for Annual Performance for Faculty Not on Tenure Track.
8. Evaluator reports shall be forwarded to the Dean and then to the Provost.

