

APPENDIX E-1

**Probationary Evaluation Checklist**

Evaluee \_\_\_\_\_ Academic Year \_\_\_\_\_  
(please print)

Probationary Status:

- First Academic Year     Second Academic Year     Third Academic Year     Fourth Academic Year

**Directions:**

By the end of the first week of the semester, Human Resources will distribute a recommended timeline for the Tenure Review Committee to follow. The following outline is intended to serve as a guide to the Tenure Review Committee as to what needs to be accomplished during this review cycle. The Tenure Review Committee may adopt and/or modify the proposed timeline throughout the process as long as all Tenure Review Committee activities (with the exception of the Board of Review) are completed by the last day of the fall semester. The following outline can be used by the Tenure Review Committee to fill-in the mutually agreed upon dates for each activity to be completed.

- 1. The Committee conducted the Initial Evaluation Conference on \_\_\_\_\_ to review procedures, establish the observation schedule, and set the dates for the Tenure Review Committee meeting and the Annual Evaluation Conference (Appendices E-1 through E-8.).
- 2. Self-Evaluation Report (Appendix E-4) and Student Evaluations (Appendix E-8. A, B, C, D, E, F) are conducted and provided to the members of the Tenure Review Committee by \_\_\_\_\_.
- 3. Evaluee provides Probationary Faculty Response to Student Evaluations (Appendix E-3) to the members of the Tenure Review Committee by \_\_\_\_\_.
- 4. All Probationary Faculty Observation Reports (Appendix E2.A) and, if applicable, Probationary Faculty Online Course Checklists (Appendix E2.B) are completed and shared with the evaluee on \_\_\_\_\_.
- 5. Each Committee member completes their Committee Member Evaluation Worksheet for Probationary Faculty (Appendix E-5) by \_\_\_\_\_ and the Committee, not including the evaluee, meets to review the evaluation documents and complete the Annual Evaluation Report for Probationary Faculty (Appendix E-6) and the Recommendation Sheet: Probationary Faculty (Appendix E-7) on \_\_\_\_\_.
- 6. The Committee conducts the Annual Evaluation Conference with the evaluee on \_\_\_\_\_.
- 7. The basis for any "Needs Improvement" or "Unsatisfactory" ratings will be discussed and assessed at the Annual Evaluation Conference.
- 8. Within five (5) working days of the Annual Evaluation Conference, the evaluee may respond to the findings of the Tenure Review Committee.
- 9. If the overall rating on Appendix E-6 and E-7 is less than Satisfactory, a Board of Review will be convened per Article 9.4.3.3.8.
- 10. All the Committee's evaluation documents (Appendix E-1 through E-7), student evaluations (Appendix E-8), and the evaluee's responses are to be forwarded to Human Resources for inclusion in evaluee personnel file.

**Note: An overall rating of "Needs Improvement" in the fourth academic year or "Unsatisfactory" in the first, second or fourth year of probation will result in a "March 15th Notice of Nonrenewal" being recommended by the Tenure Review Committee to the Vice President of Human Resources.**

**TO BE SIGNED AT THE CONCLUSION OF THE INITIAL EVALUATION CONFERENCE**

Tenure Review Committee:

\_\_\_\_\_  
Chair of the Tenure Review Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluee Signature

\_\_\_\_\_  
Date