

# FACULTY EVALUATION WORKSHOP

Contents of the faculty evaluation file as required by UAA Policy:

1. The full evaluation file for non-tenured faculty members subject to retention reviews and for tenured faculty members subject to periodic reviews must include, but is not limited to the following, when not in conflict with the a collective bargaining agreement:

- a. workload agreement for the review year(s),
- b. annual activity report,
- c. self-review, including objectives for the current year,
- d. current vita,
- e. for non-tenured faculty, copies of all past reviews; for tenured faculty, copy of last review (other reviews available upon request),
- f. student course evaluation summaries for the review year(s),
- g. course syllabi for the review year(s), and
- h. verification of certificates, licenses, degrees, and courses.

2. The evaluation file for faculty members who are candidates for promotion or tenure is cumulative and must in addition include:

- a. further documentation of research/creative activity, teaching, and service corresponding to applicable workload agreements,
- b. letters of recommendation from both internal (UAA) and external peers, and
- c. copies of all review files since initial appointment for tenure review and/or copies of all review files since previous promotion or initial appointment, whichever applies.