



West Chester University of Pennsylvania
Checklist for Performance Review of an ACADEMIC YEAR (full-time/part-time)
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 updated vita to department committee.
- 3 Updated copy of vita is attached.
- 4 Student Rating of Instructor Survey (SRIS) for the FACULTY MEMBER were completed in all classes in the fall semester covered by this review.
- 5 Summary of SRIS (Student Rating of Instructor Survey) in all classes in fall semester is attached.
- 6 FACULTY MEMBER was observed by the Evaluation Committee at least once in each semester evaluated.
- 7 FACULTY MEMBER was observed at least once per academic year by the Department Chairperson.
- 8 Prior to putting the observation into writing, there was a discussion of each visit between the observer and the FACULTY MEMBER.
- 9 The written observation report was given to the FACULTY MEMBER.
- 10 FACULTY MEMBER had the opportunity for written comment relative to each observation.
- 11 FACULTY MEMBER signed each observation report.
- 12 Each observation report is attached.
- 13 Evaluation Committee's reports, including recommendation regarding renewal or nonrenewal, was prepared and is attached.
- 14 Evaluation Committee provided the FACULTY MEMBER a reasonable opportunity to discuss its report.
- 15 Evaluation Committee provided the FACULTY MEMBER and Department Chairperson with a copy of its report.
- 16 The Evaluation Committee submitted its report--along with the supportive materials enumerated in CBA Article XII--to the appropriate dean or manager.

- 17 Department Chairperson's independent report, including recommendation regarding renewal or non-renewal, was prepared and is attached.
- 18 The Department Chairperson provided the FACULTY MEMBER a reasonable opportunity to discuss the Chairperson's report.
- 19 The Department Chairperson provided the FACULTY MEMBER and Evaluation Committee with a copy of the Chairperson's report.
- 20 The Chairperson submitted his/her report to the appropriate dean or manager.
- 21 A current Statement of Expectations is attached.
- 22 The Dean's performance review is attached and has been provided to the FACULTY MEMBER.

FACULTY MEMBER:

Name: _____ Date _____

Signature: _____

DEPARTMENT CHAIRPERSON:

Name: _____ Date _____

Signature: _____ Date _____

EVALUATION COMMITTEE CHAIRPERSON:

Name: _____ Date _____

Signature: _____ Date _____