



West Chester University of Pennsylvania
Probationary CLASSROOM Faculty Member
Checklist for Performance Review

This informal information specifies the items the TeP Committee reviews in each file.
Incomplete files will be returned to the applicant.

Faculty Member: _____

Department: _____

Semester(s) Reviewed: _____

Probationary Year (check one): ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th

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 Feedback of Instructor Survey (SFIs) for the FACULTY MEMBER were completed in all classes in the spring and fall semesters covered by this review.
5. ☐ Summary of SFIs (Student Feedback of Instructor Survey) in all classes in each semester is attached
6. ☐ FACULTY MEMBER was observed by the Evaluation Committee at least twice 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 SoE and updated SoE for the next evaluation cycle are attached.
22. ☐ The Departmental Teacher/Scholar is attached.

SIGNATURES:

FACULTY MEMBER:

Print Name: _____ Date: _____

Signature: _____ Date: _____

DEPARTMENT CHAIRPERSON:

Print Name: _____ Date: _____

Signature: _____ Date: _____

EVALUATION COMMITTEE CHAIRPERSON:

Print Name: _____ Date: _____

Signature: _____ Date: _____