**FORM 12: CHECKLIST FOR ALL FACULTY / LIBRARIANS**

**CANDIDATE NAME DATE HIRED**

**OFFICE / DEPARTMENT PHONE EXT.**

**DEPT CHAIR/HEAD/DESIGNEE PHONE EXT.­­­­**

FACULTY / LIBRARIANS within the Bargaining Unit appointed after December 31 of the current academic year shall be reviewed the following year as a first-year candidate. The Departmental Tenure & Recontracting Chairperson’s initials must appear on blank lines under “Initials.” Please number the pages of the recontracting file and collate in the order listed and include the corresponding starting page number where indicated.

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| **Start Page** | **#** | **CHECKLIST ITEM** | **Initial** |
| **i** | **1.** | Checklist (this page) |  |
| **\_1\_** | **2.** | Application Form |  |
| **\_\_\_** | **3.** | Curriculum vitae (required) |  |
| **\_\_\_** | **4.** | Executive Summary (required) |  |
| **\_\_\_** | **5.** | Job Description (from initial job posting) |  |
| **\_\_\_** | **6.** | Courses Taught and Adjusted Load (current review cycle) |  |
| **\_\_\_** | **7.** | Approved Department Tenure/Recontracting Document |  |
| **\_\_\_** | **8.** | Teaching/Professional Performance:   * Self-assessment * Student evaluation summaries (current cycle) and candidate’s responses * Peer evaluations (current cycle) and candidate’s response * Student evaluation summaries (all prior cycles) * Peer evaluations (all prior cycles) * Plans for future growth |  |
| **\_\_\_** | **9.** | Scholarly/Creative Activity or Professional Development   * Self-assessment * External review (fourth review, Scholarly/Creative Activity only) and response. (Appendix E) * Plans for future growth |  |
| **\_\_\_** | **10.** | Service to the University Community   * Self-assessment * Plans for future growth |  |
| **\_\_\_** | **11.** | Service to the Wider and Professional Community   * Self-assessment * Plans for future growth |  |
| **\_\_\_** | **12.** | Departmental/Committee evaluation, numerical vote, and minority report (if necessary). (Appendix D)  ENSURE THAT ALL SIGNATURES ARE PRESENT. |  |
| **\_\_\_** | **13.** | Previous evaluations (as applicable)   * Review for 2nd-year contract (Department/Office, Dean/Supervisor) * Review for 3rd & 4th-year contracts (Department/Office, Dean/Supervisor, Senate, Dean, Provost) * Review for 5th & 6th-year contracts (Department/Office, Dean/Supervisor, Senate, Dean, Provost) |  |
| **\_\_\_** | **14.** | Supplemental Folder   * Student evaluations raw data (current and prior cycles) * Other supplementary materials (as needed) |  |