NTT Faculty Performance Review Checklist

It is the responsibility of a department chair to complete the
**NTT Faculty Performance Review Checklist**, as described below.

Chairs, please discuss with your colleague and return to the Provost’s Office by 19 October 2018.

All non-tenure-track (NTT) faculty at Gustavus undergo a regular, annual evaluation process, with guidelines set according to the *Faculty Handbook* section 2.1.2.2. The annual evaluation of NTT faculty members is designed to provide developmental feedback and is the basis for reappointment, if applicable. There are five components to this review process: 1) the **Faculty Performance Review Checklist** below, 2) the **Faculty Self-Reflection Form**, 3) the **Classroom Observation Guide**, 4) the **Classroom Observation Worksheet** (optional), 5) the **Faculty Performance Review Form**, 5) and the NTT faculty member’s written response to the review (optional). In all cases, the chair/reviewer’s recommendation for reappointment or non-reappointment should be noted on the **Faculty Performance Review Form**.

# NTT Faculty Performance Review Checklist

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| **Name:**  | **Department:**  |

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| **Primary Reviewer:**  |
| **Role** | **Name** |
| Reviewer (Department Chair or a tenured designee) |  |
| Other(s) – Optional |  |

**2018-19 Schedule:**

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| **Task** | **Approximate Date/s** |
| **Fall 2018, January 2019, and early Spring 2019** |  |
| Review the checklist with the colleague and share the Self-Reflection Form |  |
| Class visit/s |  |
| Review of course content (syllabi, course materials, etc.) |  |
| Review of student evaluation of teaching (SET) results or other student feedback |  |
| Discussion of the Classroom Observation Worksheet (optional) |  |
| **Spring 2019** |  |
| The Self-Reflection Form is completed by the colleague and submitted to the chair (on or before February 18, 2019) |  |
| Gathering of feedback from departmental colleagues |  |
| Chair reviews the Self-Reflection Form |  |
| The chair completes the Faculty Performance Review Form based upon all evidence, and shares it with the NTT faculty colleague |  |
| NTT faculty colleague responds to the performance review for content (optional) |  |
| Performance Review Form and other related materials (if applicable) are submitted to the Provost’s Office **no later than March 1, 2019.** |  |