

Annual Evaluation Guidelines

- **Tenured faculty (not scheduled for PTR), Adjunct faculty, and P&T Candidates updating Their Files**

All tenured and adjunct faculty are evaluated each *calendar year* by the Department Chair. The FEC also reviews the annual evaluation materials of Associate Professors in the fourth year of the seven-year cycle. During the spring semester, the Department Chair meets individually with faculty members to discuss their written evaluations. These evaluations serve as the basis for promotion (as applicable) and salary increments.

As part of your evaluation, you will complete the Tenured Faculty Template. Your Template and all other evaluation/supporting materials will be submitted via CyBox. Please see the [Statement on Electronic Submission of Materials](#) for directions. Annual Evaluation templates and CVs should also be emailed to Amanda Runyan (runyan@iastate.edu) by the deadline: templates as a Word document with your last name + first name + AE + year, e.g. SmithJoanAE2016.docx; and CVs as a PDF, e.g. SmithJoanCV2016.pdf.

All evaluation materials should be submitted by the second Tuesday after the beginning of spring semester classes, 5:00 p.m.

N.B. Faculty are always welcome to use the College Tab 2 template for their annual evaluation—particularly those coming considering promotion to full professor soon.

Submit the following materials:

1. Tenured Faculty Template (including the 2-to-3 page narrative self-evaluation of your scholarship including future goals);
2. current *curriculum vitae*;
3. statistical and narrative student evaluations for the calendar year;
4. syllabi and representative course materials;
5. other examples of relevant professional activities (evidence of outreach, grant applications, conference papers, etc.).