Annual Evaluation Guidelines

- Assistant Professors in the first three years of their initial appointment

Probationary faculty in the first three years of their initial contract are normally evaluated in their first year by the Department Chair and the following two years by the Faculty Evaluation Committee and the Department Chair. During the spring semester, the Department Chair meets individually with faculty members to discuss their written evaluations. These evaluations serve as the basis for salary increments, and for contract renewal and promotion (as applicable).

As part of your evaluation, you will complete the LAS Preliminary Review Dossier Template (Tab 1 and Tab 2). In Tab 2, clearly identify, list and highlight in yellow scholarly production and activities that occurred during the period of review (calendar year of review) so that you differentiate them from past and forthcoming work.

This electronic template should be sent in Word or RTF (and saved with your last name + Tab2, for example: SmithTab2) via e-mail to Claudia Mueller (cmueller@iastate.edu) who will keep a record of materials received and transmit them to the Department Chair and/or the FEC chair. A printed copy of the completed template and all other evaluation materials should be submitted to Claudia Mueller during regular work hours (8am-5pm). You will be asked to sign-in your materials.

Please consult the FEC Recommendations for Dossier Preparation document, posted on the WLC webpage under Documents and Forms, Annual Evaluation Documents, before preparing your dossier.

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

Submit the following materials:

1. LAS Preliminary Review Dossier Template, Tab 1 and Tab 2—including Position Responsibility Statement and curriculum vitae in Tab 1. Submit printed and electronic copies;

2. statistical and narrative student evaluations for the calendar year. Note: the departmental statistical averages that you will need to complete Tab 2 are available in the main office;

   (For the 3rd-year Preliminary Review, submit evaluations for the three-year period.)

3. syllabi and representative course materials;

4. examples of scholarship (grant applications, conference papers, articles, reviews, commentaries, other scholarly products).