Annual Evaluation Guidelines

- **Tenured faculty (not scheduled for PTR)**

All tenured 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. This electronic template should be sent in Word or RTF (and saved with your last name + AE, for example: SmithAE) via e-mail to Claudia Mueller ([cmueller@iastate.edu](mailto:cmueller@iastate.edu)) who will keep a record of materials received and transmit them to 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.

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. Tenured Faculty Template (including the 2-to-3 page narrative self-evaluation of your scholarship including future goals) *Printed and electronic copies*;
2. current *curriculum vitae* (*Printed and electronic copies*);
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.).