

Annual Evaluation Guidelines

- **Assistant Professors in the 4th and 5th years of the seven-year cycle**
- **Faculty undergoing Post-Tenure Review**

Probationary faculty, whose contracts have been renewed, are normally evaluated in the fourth year of the seven-year cycle by the Department Chair, and in the fifth year by the Faculty Evaluation Committee and the Department Chair.

Tenured faculty have a Post Tenure Review every seven years conducted by FEC 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 promotion (as applicable) and salary increments.

As part of your evaluation, you will complete the LAS P&T Dossier Template (Tab 1 and Tab 2). For assistant professors in their 4th and 5th years of review: 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.

Your Dossier Template and all other evaluation/supporting materials will be submitted via CyBox. Please see the *Statement on Electronic Submission of Materials* for information on submitting your evaluation materials via CyBox. 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.

Please consult the *FEC Recommendations for Dossier Preparation* document, posted on the WLC web page 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 P&T Dossier Template, Tab 1 and Tab 2 (including *Position Responsibility Statement* and *curriculum vita* in Tab 1);

(For PTR, submit Tab 1 and abbreviated Tab 2—including a 5-to-7 page statement of research, teaching, and service / professional practice; additional statements and materials may be submitted as appropriate.)

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 PTR, submit evaluations for the five-year period.)

3. submit third-year FEC classroom visit evaluation;

(For PTR and if applicable, submit any FEC classroom visit evaluations that may have been done since your last FEC review; none are mandated.)

4. syllabi and representative course materials.
5. examples of scholarship (grant applications, conference papers, articles, reviews, commentaries, other scholarly products).