UA Little Rock Annual Review of Faculty Checklist

TO USE THIS FORM: CLICK FILE, THEN DOWNLOAD, THEN MICROSOFT WORD.

The annual review of faculty must comply with policies adopted by the State Board of Higher Education, the UA Board of Trustees, and UALR. Please include this completed and signed checklist with all annual review materials submitted to the dean (by March 1). The dean will complete their evaluations and forward copies of each annual review to the provost by March 15. Attach additional pages as needed.

Department: Chair/Director:

The faculty members listed below have been reviewed for **[year]** in compliance with all SBHE, university, college, department, and school policies.

Attach a summary sheet, along with a written review for each faculty member, that contains the following:

- An explanation for any omitted faculty members
- A report on how English proficiency of all faculty whose first language is not English is evaluated and monitored
- Faculty development needs and problems identified in the reviews

| Chair Signature_ | |
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Dean Signature_____

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Legend

Date

Date

- For New Faculty Only: Notified of criteria, procedures, and instruments currently used to assess faculty performance (within 30 days of initial appointment)
- Written notification of this year's assignments, review schedule, criteria, procedures, and instruments (by September 1)
- Materials submitted for review (by January 15)
- Peer evaluation
- Student evaluation
- For faculty whose first language is not English only: English proficiency evaluated and monitored
- Preliminary written review by chair
- Meeting with chair/director
- Opportunity for faculty to respond
- Final written review by chair/director
- Records retained
- Chair/Director has reviewed syllabi for compliance
- Dean's review and approval

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