

Checklist for Full Professor Review

Use this form if you are opting for the 3 in-person review option (a review with your Department & Division Chairs & Dean of the College).

Please attach this form to the top of your packet when delivering it to the Academic Affairs Office.

Name of reviewee: _____ **Dept.:** _____

Name of person who will act as Dept. Chair for review: _____

- Two hard copies** of your primary review materials packet (stapled, bound or 3-ring binder) that includes:
- Your updated curriculum vitae
 - Your ~5-page narrative focusing on your teaching and advising, scholarship and service since your last FWC review. Please include a table or graph and analysis of your IDEA score summaries (with n=# student respondents) since your last review.
- In addition, please provide **one electronic version** of the primary review materials (CV & Narrative) and complete IDEA forms since your last review. Please provide these and any other electronic documents via Google drive and share with facultywelfare@augustana.edu and facultywelfarecommitteegroup@augustana.edu .
- One** copy of **optional** supplemental materials (**electronic is preferable** via Google drive, in labeled folders; if hard copy, then deliver to Academic Affairs Office and check below which items are hard copies). Regardless of whether they are electronic or hard copies, you must tell us why you are including them – why are they important to your narrative:
- Include **hard** copy of CV and case-making narrative if any other boxes are checked
 - Individual IDEA forms
 - Evidence of student learning (e.g., samples of student papers, exams, projects; pre- and post-test data; other assessment forms)
 - Syllabi
 - Evidence of advising engagement and/or effectiveness
 - Books or articles that have been published or submitted/accepted for publication
 - Evidence of creative projects or performances, reviews, etc.
 - Evidence of campus, professional, and/or public service
- Your Department Chair should electronically submit the Department Chair's letter of support to both addresses listed above.