

# Checklist for Non-Tenure-Track Faculty Reviews

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

Your Name: \_\_\_\_\_ Dept.: \_\_\_\_\_

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

Please check your status:     Adjunct             Part-Time             Continuing Lecturer  
                                  Special Academic Support Staff             Professional Faculty

Is this a promotion review?     Yes (full-FWC)             No (3-member FWC panel)

**Seven hard copies** (for promotion review) **or**  **three hard copies** (for regular review) of your primary review materials packet (stapled, bound or 3-ring binder) that includes:

- Your updated curriculum vitae
- Your ~5-10-page narrative of your responsibilities, goals and achievements (please review Faculty Handbook section 5.3 for details). Please include a table or graph and analysis of your IDEA score summaries (with n=# 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](mailto:facultywelfare@augustana.edu) and [facultywelfarecommitteegroup@augustana.edu](mailto: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.