# Checklist for Associate Professor (not for promotion) Reviews

☐ **1st Post-Tenure Review**

☐ **2nd Post-Tenure Review, but not being considered for promotion at this time**

*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:** _____

☐ **Six hard copies** of your primary review materials packet that includes:

  • Your updated curriculum vitae

  • Your ~10-15-page case-making narrative on your teaching, advising, scholarship, service, and DEI reflection since receiving tenure at Augustana. Please include a table or graph and analysis of your IDEA score summaries (with n=# respondents/total students) since receiving tenure.

☐ In addition, please provide **one electronic version** of the primary review materials (CV & Narrative) and complete IDEA forms since receiving tenure. Please provide these and any other electronic documents via Google drive and share with both: **facultyreview@augustana.edu** and **facultyreviewcommitteegroup@augustana.edu**

☐ **One** copy of **selected** supplemental materials in **electronic form** via Google drive, in labeled folders. Please refer (or hyperlink) to an assortment of materials such as the following (include a few examples of evidence to give context to and support your narrative):

  • Evidence of student learning (e.g., samples of student papers, exams, projects, your feedback on student work, and their subsequent improvement due to your input; pre- and post-test data; other assessment forms)
  • Syllabi of courses
  • Advising syllabus and 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. (i.e., soundtracks, photos…)
  • Evidence of campus, professional, and/or public service
  • Evidence of DEI work

☐ Your Department Chair should electronically submit the Department Chair's letter of support to both addresses listed above.