

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.: _____

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** (for promotion review) or **three** (for regular review) **hard copies** of your primary review materials packet (stapled, bound or 3-ring binder) that includes:
- Your updated curriculum vitae
 - Your ~5-7-page narrative of your responsibilities, goals and achievements (please review the Faculty Handbook section 5.3 for more details).
 - The front summary page & last comments page of each IDEA report (not entire reports)

- In addition, please provide **one electronic version** of the primary review materials – CV, narrative and complete IDEA forms – and any other electronic documents via Google drive and share with your Department Chair and facultywelfare@augustana.edu and facultywelfarecommitteegroup@augustana.edu .

- One** copy of any optional supplemental materials (**electronic is preferable** via Google drive, in labeled folders to email addresses above; 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, tell us why they are important to your narrative:

- Include **hard** copy of CV and 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 and all annual review letters to both email addresses listed above.