

Checklist for Full Professor Review

Use this form if you choose a Materials-Only review option.

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: _____

- Three hard copies** of your primary review materials packet that includes:
 - Your updated curriculum vitae
 - Your ~5-page narrative focusing on your teaching, advising, scholarship, service, and DEI reflection since your last review. Please include a table or graph and analysis of your IDEA score summaries (with n=# student respondents/total) 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 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.