

Checklist for Full Professor Review

Use this form if you choose the full FRC 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: _____

- Six 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.