

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-FRC); No (3-member FRC panel).

Six (for promotion review) or **three** (for regular review) **hard copies** of your primary review materials packet that includes:

- Your updated curriculum vitae
- Your ~5-7-page narrative of your responsibilities, goals and achievements, and DEI reflection (please review the Faculty Handbook section 5.3 for more details). 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.