

# 2023-2024 Evaluation for Reappointment, Tenure, and/or Promotion

## Department RTP Committee’s Review

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| **EMPLOYEE’S NAME** | \*\*Click to enter Employee Name |

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| **DEPARTMENT** | \*\*Click to enter Department Name |

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| **COMMITTEE MEMBERS** | \*\*Click to enter all Committee Member Names |

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| **THE EMPLOYEE UNDER REVIEW IS TO BE CONSIDERED FOR THE FOLLOWING ACTION(S):** |
| **Check All That Apply:** |

[ ]  **Reappointment** [ ]  **Tenure** [ ]  **Early Tenure**

[ ]  **Promotion** [ ]  **Early Promotion**

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| **Select Promotion Rank:**  |
| [ ]  **Associate Professor / Associate Librarian / Student Services Professional - AR II** |
| [ ]  **Professor / Librarian / Student Services Professional – AR III** |

**The employee will be evaluated by the DEPARTMENT RTP COMMITTEE in the following three areas:**

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| INSTRUCTION AND INSTRUCTIONALLY RELATED ACTIVITIES |
| 1. **Instructional Philosophy and Practice – Evaluate and cite evidence of the candidate’s**
* **Reflection on candidate’s teaching practices, including impact on student learning**
* **Efforts to improve instructional effectiveness**
* **Alignment of instructional practices with course/curriculum goals and campus instructional policies.**
* **The candidate’s professional development activities**
 |
| \*\*Click to enter text |
| 1. **Student Learning Outcomes – Evaluate and cite evidence of the candidate’s**
* **Effectiveness of instructional practices and course materials in conveying learning goals and student outcomes.**
* **Use of appropriate assessment methods**
* **Other evidence of student learning if applicable.**
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| \*\*Click to enter text |
| 1. **Student Response To Instruction (Course Evaluations) – Evaluate the Student Response to Instruction summaries, including written comments if applicable. Due to COVID-19, Spring 2020 SPOT summaries are not required for submission. Spring 2020 SPOT summaries may not be considered in an evaluation unless a candidate explicitly chooses to include the SPOT summaries in their materials.**
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| \*\*Click to enter text |

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| 1. **Evaluate other evidence of effectiveness in instruction and instructionally related activities including peer evaluation of instruction, if applicable.**
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| \*\*Click to enter text |

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| RESEARCH, SCHOLARLY, AND CREATIVE ACTIVITIES (RSCA) |
| 1. **Evaluate research, scholarly, and creative activities, with attention to peer reviewed work.**
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| \*\*Click to enter text |
| 1. **Assess the extent to which the RSCA activities contribute to the advancement, application, or pedagogy of the discipline or interdisciplinary studies.**
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| \*\*Click to enter text |
| 1. **Address whether department/college expectations for RSCA have been met.**
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| \*\*Click to enter text |
| 1. **If appropriate, evaluate other evidence of contributions to RSCA.**
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| \*\*Click to enter text |

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| SERVICE |
| 1. **Evaluate service activities to the department, college, university, profession, and/or community.**
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| \*\*Click to enter text |
| 1. **Address whether department/college expectations for service have been met.**
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| \*\*Click to enter text |
| 1. **If appropriate, evaluate other evidence of contributions to service.**
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| \*\*Click to enter text |

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| CONCLUSIONS AND RECOMMENDATIONS |
| **The committee must provide a specific recommendation of each action under consideration** **(i.e., reappointment, tenure, and/or promotion). The committee must also provide a judgement of the employee’s performance and achievements in relation to the department, college, and university criteria and expectations.** |
| \*\*Click to enter text |

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| **DEPARTMENT RTP COMMITTEE VOTING SUMMARY** | **AFFIRMATIVE VOTES** | **NEGATIVE VOTES** | **MINORITY****REPORT** |
| **REAPPOINTMENT** | \*\*Enter vote | \*\*Enter vote | \*\*Select |
| **TENURE** [ ]  **EARLY** | \*\*Enter vote | \*\*Enter vote | \*\*Select |
| **PROMOTION** [ ]  **EARLY** | \*\*Enter vote | \*\*Enter vote | \*\*Select |

[ ]  **I, Department RTP Committee Chair** \*\*Click to enter full name, **certify the members of the committee have collectively completed this review on** \*\*Click to select date.