

CHECKLIST for NOTEBOOK 2 (Large Binder)

TAB 1: Informational Materials

- (a) ___ Checklist for Notebook 2 (this document)
- (b) ___ Departmental promotion and tenure standards
- (c) ___ Alternative student opinion questionnaire (if administered instead of eXplorance Blue)
- (d) ___ Description of department's secondary systematic method of assessing teaching performance

TAB 2: Prior non-tenured annual evaluations and reports (*candidate responsibility*)

- (a) ___ Prior evaluations (in reverse chronological order)

TAB 3: Teaching Documentation, as determined by University policy and departmental promotion and tenure standards (*candidate responsibility*)

- (a) ___ Teaching evaluation instrument report
- (b) ___ Summary data of secondary systematic method
- (c) ___ Peer evaluations
- (d) ___ Representative syllabi for courses taught
- (e) ___ Other documentation of teaching effectiveness

TAB 4: Scholarship Documentation, as determined by University policy and departmental promotion and tenure standards (*candidate responsibility*)

- (a) ___ Copies of publications
- (b) ___ Acceptance letters from editors and publishers for accepted/forthcoming publications
- (c) ___ Copies of evaluations for performances, etc.
- (d) ___ Published abstracts of presentations
- (e) ___ Other evidence of quality scholarly and creative activities

TAB 5: Service Documentation, as determined by University policy and departmental promotion and tenure standards (*candidate responsibility*)

- (a) ___ Evidence of service to the department
- (b) ___ Evidence of service to the college
- (c) ___ Evidence of service to the University
- (d) ___ Evidence of service to the profession and professionally-related service to the community and other external groups