

**EVALUATION CHECK SHEET REQUIRED CONTRACTUAL FORMS FOR FACULTY PERSONNEL ACTION**

**Faculty Name:** Click here to enter text.

**Semester:** Click here to enter text.

**DISCLAIMER: This check sheet is to be used as in aid in determining which contractual forms are required. These may not be the only required items for the evaluation. The MSCA Collective Bargaining agreement is the source for all contractually requirements.**

**1st Year Reappointment and One Year Temps**

[ ]  Transmittal Form sent to the Vice President Academic Affairs  

[ ]  D-1(a) 2 chair classroom evaluations from first semester Chair Initials Dean Initials

 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2nd Year Reappointment**

[ ]  Transmittal Form  

[ ]  A-1 Form Chair Initial Dean Initials

[ ]  B-1 Form and Comprehensive Resume

[ ]  SIR II’s and C-4’s (if applicable) must be in portfolio

[ ]  D-1(a) 3 PEC classroom visits from fall (only 2 required for a 2 member PEC)

 1. 2. 3.

[ ]  D-1(a) 4 chair classroom visits (2 from prior spring/2 from fall)

 1. 2. 3. 4.

[ ]  D-1(b) is required if online class was taught. Online class should be one of course evaluated.

[ ]  D-2(a) – must be original signed by both parties

[ ]  D-2(b) - must be original signed by both parties

**3rd and 5th Year Reappointment**

[ ] Transmittal Form  

[ ] Narrative Chair Initial Dean Initials

[ ] SIR II’s and C-4’s (if applicable) must be in portfolio

[ ] D-1(a) 4 chair classroom visits (2 from prior spring/2 from fall)

1. 2. 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] D-2(a) - must be original signed by both parties

**4th Year Reappointment**

[ ] Transmittal Form  

[ ] A-1 Form Chair Initial Dean Initials

[ ] B-1 Form and Comprehensive Resume

[ ] SIR II’s and C-4’s (if applicable) must be in portfolio

[ ] D-1(a) 3 PEC classroom visits from fall (only 2 required for a 2 member PEC)

 1. 2. 3.

[ ] D-1(a) 4 chair classroom visits (2 from prior spring/2 from fall)

 1. 2. 3. 4.

[ ] D-1(b) is required if online class was taught. Online class should be one of course evaluated.

[ ] D-2(a) – must be original signed by both parties

[ ] D-2(b) - must be original signed by both parties

**Tenure**

[ ]  Transmittal Form  

[ ]  A-1 Form Chair Initials Dean Initials

[ ]  B-1 Form and Comprehensive Resume

[ ]  SIR II’s and C-4’s (if applicable) must be in portfolio

[ ]  D-1(a) 3 PEC classroom visits from fall (only 2 required for a 2 member PEC)\* PEC is not required please write “N/A” if no PEC was selected

 1. 2. 3.

[ ]  D-1(a) 2 chair classroom visits () (only 2 required unless promotion is due the following year)

 1. 2. 3. 4.

[ ]  D-1(b) is required if online class was taught. Online class should be one of course evaluated.

[ ]  D-2(a) – must be original signed by both parties

[ ]  D-2(b) – (must be original signed by both parties) \* PEC is not required please write “N/A” if no PEC was selected

**Tenure/Promotion**

☒ Transmittal Form  

[ ]  A-1 Form Chair Initials Dean Initials

[ ]  B-1 Form and Comprehensive Resume

[ ]  SIR II’s and C-4’s (if applicable) must be in portfolio

[ ]  D-1(a) 3 PEC classroom visits from fall (only 2 required for a 2 member PEC)

1. 2. 3.

[ ]  D-1(a) 2 chair classroom visits 2 chair classroom visits from fall, if not done in the spring

 1. 2. 3. 4.

[ ]  D-1(b) is required if online class was taught. Online class should be one of course evaluated.

[ ]  D-2(a) – must be original signed by both parties

[ ]  D-2(b) - must be original signed by both parties

**Promotion Only**

[ ]  Transmittal Form  

[ ]  A-1 Form Chair Initials Dean Initials

[ ]  B-1 Form and Comprehensive Resume

[ ]  SIR II’s and C-4’s (if applicable) must be in portfolio

[ ]  D-1(a) 3 PEC classroom visits from fall (only 2 required for a 2 member PEC)

1. 2. 3.

[ ]  D-1(a) 2 chair classroom visits from fall, if not done in the spring

1. 2.

[ ]  D-1(b) is required if online class was taught. Online class should be one of course evaluated.

[ ]  D-2(a) – must be original signed by both parties

[ ]  D-2(b) - must be original signed by both parties)

**Post Tenure**

[ ]  Transmittal Form  

[ ]  A-1 Form Chair Initials Dean Initials

[ ]  B-1 Form and Comprehensive Resume

[ ]  SIR II’s and C-4’s (if applicable) must be in portfolio

[ ]  D1-(a) 1 chair classroom visits from fall

**Part-time Faculty/Adjuncts**

[ ]  Transmittal Form  

[ ]  B-1 Form and Comprehensive Resume Chair Initials Dean Initials

[ ]  D1-(a) Classroom visits by Chair (1 section of each course)

[ ]  D-1(b) is required if online class was taught. Online class should be one of the courses evaluated.

[ ]  D2-(c) Chair evaluation of PT faculty