

DISCLAIMER This document provides a summary of information contained within the locally negotiated [Memorandum of Agreement \(MOA\) Faculty Evaluation Procedures \(2015\)](#) and [Faculty Evaluation Policy \(2016\)](#). As such, it serves only as a resource from the Center for Teaching and Learning Design, and all faculty members have full responsibility for thoroughly reading and understanding the official terms. In addition, it is the responsibility of the employee to clearly understand the expectations of University, School, and Program



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- 4) Three (3) months prior to your file closing date, notify your Dean if you plan to use the Formal Process of External Review. You and your Dean will select a Review Advisor. You and the Review Advisor will select names of people to serve as external reviewers and the Review Advisor will submit those to the Dean within two days of your meeting. Then, within two days the Dean will contact those people to see if they agree to review. Candidates will need to submit their scholarly or creative work for review (digitally where possible), and any other materials for review, to the Dean. Letters from external reviewers should be submitted no later than three weeks before the file deadline.
- 5) Provide a copy of your approved Faculty Plan. (Required)
- 6) Update your Curriculum Vitae. (Required)
- 7) Write a 1-2-page Executive Summary assessment of your achievements (Required). Explain progress on goals as outlined in the approved Faculty Plan and [University](#) and [Program](#) standards. Clearly state in this summary that you are applying for promotion. It is highly recommended that you write your Executive Summary after you have written your self-evaluation and reviewed your achievements in teaching, scholarship, and service.
- 8) Write a Self-Evaluation (Required). Include activities since your Stockton hire date. Strive for brevity and clarity and address areas of concern brought up in previous personnel letters. The statement should be written as a single document and include the following:
 - a. Teaching (connect what you say to [the University](#))

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- b. Scholarship or creative activity(connect what you say to the [University School](#) and [Program](#) for excellence in teaching)(Required)
 - i. Compose a short statement briefly communicating your scholarly/creative program and a self-assessment of your progress.
 - ii. Make it clear what presentations and publications have been ~~peer~~ reviewed, juried, invited, etc.
 - iii. Discuss letters from external reviewers if you are required or have chosen to invoke the Formal Process of External Reviews.

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- assessment materials; Copies of course materials; Evidence of precepting achievement (e.g., advising syllabus, student feedback).
- b. Scholarship/Creative Activity - Prepare an appendix with any of the following, as applicable (Required)
- i. Samples of scholarly/creative work (electronically, as PDF or .doc or other files on CD or flash drive, where possible). More detail is provided in the main [Procedures](#).
 - ii. Copies of reviews of publications, panels, etc. (electronically as described above)
 - iii. Notifications of Awards for scholarly or creative work.
 - iv. Letters of External Reviewers (if applicable): Typically, in year 5, you may choose to invoke the Formal Procedures for Soliciting External Reviews of your scholarly work. This process begins no later than three months before the closing of your file. If you would like to choose this option, meet with your Director and read Section II.B.c.1 (pg. 10) in [The Faculty Evaluation Procedures \(MOA 2015\)](#).
- d. Service-

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