



EVALUATION OF TENURED FACULTY COVER SHEET

Faculty Member: _____ EID# _____
Department: _____ Date of Evaluation: _____
Date Tenure Awarded: _____ Date of Last Promotion: _____
Rank: _____ Date of Most Recent Evaluation: _____

Section 1: To be completed by the Chair of the Peer Review Committee

A. Membership of Department Review Committee (Check appropriate line; members of the Committee must be tenured, full-time faculty)

- _____ HRT Committee
_____ Promotion Committee
_____ Specially Constituted Committee

B. Documentation Used by Peer Review Committee (Check appropriate lines)

- _____ Written student evaluations of teaching performance in a minimum of two classes annually during the five-year review period or documentation of effectiveness in primary assignment for library faculty
_____ Current curriculum vitae
_____ Additional supporting materials

C. Procedures Followed

- _____ The Peer Review Committee examined materials supplied by the faculty member and materials gathered by the committee, and prepared its written summary report.
_____ The summary report was forwarded to the tenured faculty member.
_____ The summary report was forwarded to the department chair/unit director.

Signatures of Peer Review Committee Members:

Committee Chair Signature/ Date Signature/ Date Signature/Date
Signature/ Date Signature/ Date Signature/Date

Signature of Faculty Member Reviewed:

Faculty Member/ Date

(This signature indicates receipt of summary report, it does not indicate agreement or disagreement with the summary report.)

Section 2: To be completed by the Department Chair/Unit Director:

_____ I have reviewed the summary report and submitted materials and forwarded my recommendation to the dean, peer review committee chair, and tenured faculty member.

Department Chair/Unit Director Signature/ Date

Section 3: To be completed by the Dean/University Librarian

_____ I have met with the peer review committee chair, the department chair, and the tenured faculty member to discuss the summary report. (The tenured faculty under review may submit a statement regarding the review process within seven calendar days).

_____ Commendations for strength and suggestions for improvement, if any, have been made; and avenues of assistance have been identified.

_____ The procedures followed have been in conformity with San Francisco State University's Policy for the Evaluation of Tenured Faculty.

_____ The summary report, along with student evaluations of teaching effectiveness and other materials, has been sent to the Office of Faculty Affairs.

Dean/University Librarian/ Date

Dean of Faculty Affairs & Professional Development/ Date

_____ Summary Report filed in Personnel Action File