

Appendix Y.
Evaluation of First-Year Tenure-Track Faculty
Department of Psychology
(approved: 9/02)

University policy 4.6.5P states the following with regard to the evaluation of first-year non-tenured tenure-track faculty:

The Chair shall meet with the first-year non-tenured tenure-track faculty member no later than January 15 and will provide written feedback on his/her performance during the academic year to date. The faculty member may respond to the evaluation and recommendation by one of the following:

- a. Acceptance of the evaluation and recommendation. The report is then forwarded to the Dean.*
- b. Filing a statement, including any documentation desired, to be appended to the document. This statement shall be submitted to the department chair within five days. The report and the appended material are forwarded to the Dean.*

No later than February 1, the Chair shall submit to the Dean a recommendation for reappointment/terminal contract of full-time faculty members in their first year of service, along with a justification of no more than one page.

First-year tenure-track faculty in the Department of Psychology are required to submit the following information to the Department Chair no later than January 5th of their second semester:

- a. A self-evaluation (no more than one page) describing his/her progress in the areas of teaching and scholarship during the preceding semester. This description should focus on goals, accomplishments, concerns, and future plans.
- b. Syllabi and exams for all courses taught in the preceding semester.