



**College of Social and Behavioral Sciences  
Post Tenure Annual Review Materials Checklist  
for Tenured Faculty Not Seeking Promotion**

	Old document requirement		New FAAR requirement
1	Faculty Review Routing Form	This form is used to document each level of review and recommendation. Must have all required signatures. <i>Form is located on the Provost's website</i>	N/A
2	Current Curriculum Vita	Submit a current copy of the curriculum vitae	Profile & Workload Forms in Faculty 180
3	Statement of Expectations	Submit a signed copy of the SOE for the year under review.	Scan and attach for year under review (2011-2012) under self-evaluation
4	Annual Performance Report	Submit the report for the year under review.	Scan and attach for year under review (2011-2012) under self-evaluation
5	Course Evaluations	Faculty must submit course evaluations to include printout summaries and student comments for the year under review.	Scan and attach under Fall/Spring Workload – click on Add for each class – online evaluations
6	Teaching/advising/other student related activities supporting materials	This includes course syllabi, teaching innovations, and other supporting documentation you wish to include for the year under review.	Scan and attach under Fall/Spring Workload – click on Add for each class – syllabi
7	Research/scholarly activities supporting materials	All articles, grants, books, and other scholarly works that you wish to be included for the year under review.	Add in Workload form under scholarly activity
8	Service documentation	Documentation of university and professional service	Add in Workload form under Institutional Service, Community Service, etc.

Revised 8/01/12