

Guidelines Preparation of Faculty Periodic Performance Review

Fall 2017

Faculty will need to prepare or assemble the following documents before accessing the TWU Faculty Performance Review System:

- Letter of initial appointment
- Curriculum vitae in either Sedona or the university format
- 3 separate Word documents, one for each domain in performance review (teaching, scholarship, service) that provide evidence of performance corresponding to the university and academic component criteria. Reviews prepared in 2017-18 will follow the guidance for assessment of each domain in the Faculty Performance Review URP, but will utilize the existing AC criteria (not those proposed last year and currently under review). The faculty member is to limit the self-evaluation to a total of 6 pages, not including attachments, appendices, etc. The documents should have the following characteristics: 1" margins on all sides; double spaced; Arial, Times New Roman, or Verdana font of 11 point or larger; and Arabic page numbers in the top right corner.

In addition, the quantitative portions of student course evaluations will automatically be present in the system. Faculty need to be prepared to indicate whether they wish all qualitative portions of the student course evaluations to also be uploaded. Because this review is for academic year 2016-17, no administrator or peer teaching observations will be expected or required.