**Annual Evaluation Dossier Template**

**(word version; can be used to draft narratives)**

**Faculty Review Electronic Dossier – Annual Evaluation**

Title Page

[Generate Report]

1. **Basic Information**
   1. Applicant Statement and Self-Evaluation

*[Respond here]*

* 1. Approved College/Department/School Guidelines and Criteria

[*upload*]

* 1. Curriculum Vitae

[Generate Report]

**2. Faculty Professional Growth plan** – *recommended but not required for Annual Evaluation*

[Respond here]

**3.Previous Year Recommendations**- *not required for Annual Evaluation*

**4.Teaching**

4.1 Tabular Summary of Teaching Evaluations

[Generate Report] [Text box to list courses taught by a Teaching Assistant]

4.2 Summary of Teaching Achievements

[Respond Here]

4.3 Teaching Narrative

[Respond Here]

4.4 Peer Review/ Observations of Teaching

[Upload]

**5. Research/ Scholarship**

5.1 Summary of Research/ Scholarship

[Respond Here]

5.2 Research/ Scholarship Narrative

[Respond Here]

5.3 External Reviews/Assessments – *Not required for Annual Evaluation*

**6. Service**

6.1 Summary of Service

[Respond Here]

6.2 Service Narrative

[Respond Here]

**7. Supporting Documents**

7.1 Teaching Supporting Documents

[Upload]

7.2 Research/ Scholarship Supporting Documents

[Upload]

7.3 Service Supporting Documents

[upload]

**Color Code**

1. Green- Generate Report
2. Orange- Upload Document(s)
3. Highlight- Response Required

*Revised 08/04/20 V.C.*