

**REVIEW SHEET FOR PROFESSIONAL STAFF / COACHES
FOR ALL-UNIVERSITY SENATE T&R COMMITTEE REVIEW
(updated April 2010)**

Candidate: _____ **Dept:** _____

Applying for:

___ 3rd and 4th years ___ Other (_____)

1. Checklist from Memorandum of Agreement (page _____):

Completed with page numbers?

Initialed by Recontracting Cmte Chairperson?

2. Office's Interpretation of Evaluative Criteria (page _____):

What are they?

Are relative weights specified?

3. Description of Role and Function of the Office Head/Director (page _____):

What are they?

Statement of whether or not the Office Head/Director is included in the bargaining unit?

4. Rowan University Personnel Resume - Basic Vita (page _____):

Used the form from the T&R Memorandum of Agreement?

Circled correct years ("application for" and current "year of service") on basic vita?

5. Current Written Job Description

What is the current job description?

6. Self-Appraisal (page _____):

Self-appraisal consistent with Office's interpretation of evaluative criteria above?

Self-appraisal of professional performance reflective and clear?

Key points, achievements, or highlights in each area (to point out in letter from Senate committee)?

Appropriate Professional Performance

Appropriate Scholarship and Creative Activity

Contribution to Department and University

Fulfillment of Professional Responsibilities

Signed and dated by Candidate?

7. Plans for future professional growth (page _____):

Include plans regarding future professional growth in each area?

Plans consistent with Office's interpretation of evaluative criteria above?

Signed and dated by Candidate?

8. Supervisor's Evaluation (page _____):

Key points?

Signed and dated by Supervisor?

9. Office Recontracting Committee's Evaluation and Recommendation (page ____):

Numerical Vote _____

Signed by all members of the committee next to typed or printed names of committee members?

Date provided on signature page?

Is the evaluation thorough and consistent with the evidence?

Does it bring forward any new issues or concerns?

Is there dissent (any disagreement that may trigger a hearing)?

10. Most Recent Evaluations at back of current folder (page ____):

Supervisor, Recontracting Committee, Dean, Provost, President?

11. Supplemental Folder

Good organization (e.g., with Table of Contents, tabs, etc)?

Does it include all previous T&R evaluations?