Annual Evaluation Departmental Packet Checklist

Department ____________________________________________________________

Submitted By __________________________________________________________

Date Submitted _______________________________________________________

The following materials should be included to constitute a complete annual evaluation departmental packet. Please do not staple any of the documents; you may use either binder clips, paperclips or rubber bands.

Departmental Packet

☐ Departmental Packet Checklist
☐ Merit Spreadsheet
☐ Chair’s/ Supervisor’s Personal Faculty Packet
☐ Completed Faculty Packet for Each Department/ Unit Faculty Member