

Faculty Evaluation – CV Checklist

In an effort to streamline the faculty evaluation process, the Faculty Annual Reviews will be completed online using Career Pathway. The online system offers the following advantages:

- Little need to copy and paste teaching, research, and service metrics from system to system; most should be included in the CV which you will upload when completing your evaluation, and department heads and their delegates will have access to the source systems, including Banner and AEFIS.
- Electronic storage in a single system, providing future access with no need to scan paper evaluations and send them to Faculty Affairs or Human Resources.

Before uploading your CV to the online system, please **highlight in yellow** any new achievements or works in progress so the department head can pay particular attention to new content. Also include the following items in your CV, as appropriate.

	Teaching & Advising
<input type="checkbox"/>	Guest lecturing etc. in outside department/program courses
<input type="checkbox"/>	Teaching awards or commendations
<input type="checkbox"/>	Advising and student mentoring
	Publications
<input type="checkbox"/>	A link to publications if available, otherwise:
<input type="checkbox"/>	Published works – peer reviewed articles/papers and books with editorial review, contributed chapters, letters, reviews, notes, and non-refereed publications
<input type="checkbox"/>	Publications in progress – works accepted for publication, works submitted for publication, works in draft
<input type="checkbox"/>	Other works and presentations – invited presentations, conference papers (refereed and non-refereed with a notation as to status)
<input type="checkbox"/>	Other scholarly activities – software or tapes, videos, etc.
<input type="checkbox"/>	Creative activities – Exhibitions (solo, group, juried), performances, screenings, commissions
	Grants, Fellowships, and Research Awards
<input type="checkbox"/>	Funded grant proposals
<input type="checkbox"/>	Proposals submitted
<input type="checkbox"/>	Patents
<input type="checkbox"/>	Other awards and honors
	Service Activities
<input type="checkbox"/>	Memberships/fellowships
<input type="checkbox"/>	Offices held
<input type="checkbox"/>	Conferences organized
<input type="checkbox"/>	Reviewer/editor of journals or proposals
<input type="checkbox"/>	University committees and administrative appointments
<input type="checkbox"/>	College committees and administrative appointments
<input type="checkbox"/>	Department/School committees and administrative appointments
<input type="checkbox"/>	Service to your profession or the community
	External Consulting Practices
<input type="checkbox"/>	Client, dates, role
<input type="checkbox"/>	Instrumentation donations arranged

A few questions will be included in the online evaluation to clarify items that may not be included in your CV – please provide the information requested as appropriate and skip any questions that are not applicable.