

# College of Agriculture and Natural Resources Requirements Handout

## Annual Evaluations:

- Faculty Information
  - Add the following items to this section:
    - Letter of Submission to Department Chair
    - Cover Sheet for Annual Evaluations
    - Summary of Annual Evaluation of Faculty Form
    - Proposed Activity Form
- Faculty Narrative Page
  - Add a section titled “Goals” below the “Service” section.

## Continuation Review

- Add New Page titled “Continuation Evaluation Letters”
  - Add continuation evaluation letters from department committee, department chair, college committee, and dean for each year. Create sections for each year submitted (e.g. Continuation Evaluation Letters 2018)

## Tenure & Promotion

- Appendix: Teaching Performance
  - Add a section titled “Student Learned Outcomes” below the “Course Syllabi” section.