Annual Faculty Performance Evaluation Checklist
Iowa State University

Faculty members are reviewed annually for performance appraisal and development on the basis of their Position Responsibility Statement (PRS). The annual evaluation meeting between chair and faculty member provides an opportunity for an exchange of ideas of benefit to the individual and the department. The annual evaluation process is finalized in a written document that is prepared by the department chair and signed by both chair and faculty member. (See Faculty Handbook, 5.1.1.2)

1. Faculty member submitted annual evaluation materials

2. Faculty member submitted a current vita

3. Reviewed PRS and updated if appropriate

4. Provided mentoring concerning advancement

5. Conflict of Interest/Commitment disclosure completed

6. Conflict of Interest/Commitment DISCUSSED:
   Management Role
   Significant Financial Interest
   Consulting
   Professional Activity Leave
   Service to Govt. and Associations
   Dual Employment
   Other External Activities
   Public Health Service (PHS) funding requirements
   Other Special Conditions (sponsored agreements)
   Management Plan(s) – current /required

(Department chair should retain notes of affirmative responses and discussion, and indicate acknowledgement/approval)

7. Annual evaluation provides overall assessment as “Satisfactory” or “Unsatisfactory”

8. Annual evaluation meeting completed (indicate date)

9. Copy of annual evaluation feedback memo provided to faculty member and placed in personnel file (indicate date)

February 2014