

## STANDARD PERFORMANCE ASSESSMENT FOR NON-TENURED FACULTY

Eligible for the 2% merit increase

Required items applied to assistant, associate and teaching professors.

Please mark N/A for not applicable when the category is not requested

Categories	TEACHING - 80%	check-list
Teaching load	Performance of teaching duties according to contract	
YAR	Submission of the Yearly Academic Review (YAR)	
Teaching Evaluations	Submission of class evaluations with an <b>average</b> of at least 3.5	
SERVICE - 10%		check-list
Meetings	Regular attendance at departmental faculty meetings	
Committee	Participation in committees when required by the chair	
References	Assistance to students with letters of references when appropriate	
PROFESSIONAL DEVELOPMENT <sup>1</sup> - 10%		check-list
Attendance ( <u>not presentations</u> )	Attendance at least two professional development activities (one of them should be directly related to teaching)	

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<sup>1</sup> Professional development (PD) includes, but is not limited to, attendance at events such as: departmental talks, webinars on teaching, conferences, workshops by language organizations (e.g. ACTFL/ AATSP/ WAFLT), presentations from the UW Center for Teaching and Learning and the Language Learning Center, among others. Participation in a PD is when one attends a talk or event as part of the audience, not as a presenter. For presentations, please look at the guidelines for annual high-merit review for non-tenured faculty.

Category	TEACHING - Applicable to Assistant Teaching Professors Only	check-list
Peer Review	One letter of peer review per academic yea	

Category	TEACHING - Applicable to Associate and Teaching Professors	check-list
Peer Review	One letter of peer review for every three academic years	

In order to be eligible for the 2% merit, one needs to have all the check marks above, except for the N/A ones.

Eligibility for the 2% Merit	Yes ( )	No ( )

\*\*\*This document should be revised by a committee and voted by the department in order to make adjustments as needed. [Last version: 4/25/2020]