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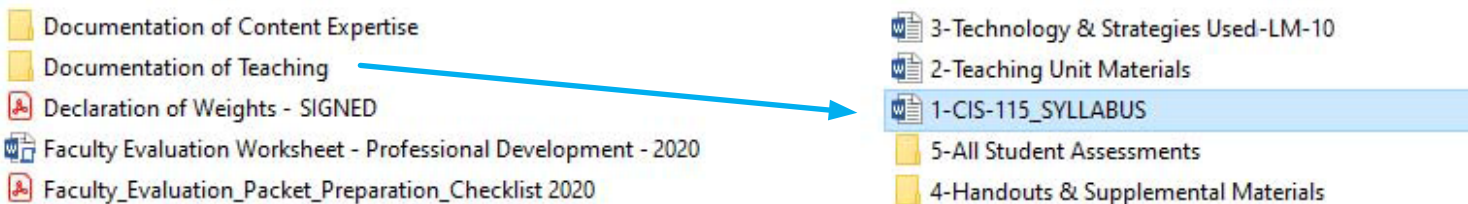
# Tips for Electronic Faculty Evaluation Packet

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The following are recommendations when submitting an electronic faculty evaluation packet.

- **All documents in the packet should be in Word or PDF format only.**
- Select one unit or module from a course that you are teaching during the semester you are being evaluated or will be teaching again in the near future.
- Label all files clearly.
- Submit an electronic copy of a completed “Faculty Evaluation Packet Preparation Checklist.”
- Create folders and subfolders for:
  - Part 1 - Documentation of Teaching
    - Individual course syllabus
    - Teaching module/chapter materials
    - Technology engagement strategies
    - Handouts and supplemental material
    - ALL assessments for ENTIRE course
  - Part 2 – Documentation of Content Expertise
    - Summary statement (a brief explanation of what you are submitting for your Content Expertise material).
    - One or more of the following:
      - Chapter/module material; handouts you created for course
      - Portfolio
      - Presentation material
      - Other
  - Part 3 – Service (required if FT, optional if PT Non-probationary and choosing to have Service evaluated).
    - Completed service worksheet
  - Part 4 – Professional Development
    - Completed professional development worksheet
  - If multiple files are created as subfolders, number or label in a manner that it is clear to evaluator what order you would like these reviewed.

**Example:**



The image shows a file explorer window with two columns of files and folders. The left column contains: 'Documentation of Content Expertise' (yellow folder icon), 'Documentation of Teaching' (yellow folder icon), 'Declaration of Weights - SIGNED' (red document icon), 'Faculty Evaluation Worksheet - Professional Development - 2020' (blue document icon), and 'Faculty\_Evaluation\_Packet\_Preparation\_Checklist 2020' (red document icon). The right column contains: '3-Technology & Strategies Used-LM-10' (blue document icon), '2-Teaching Unit Materials' (blue document icon), '1-CIS-115\_SYLLABUS' (blue document icon, highlighted with a light blue background), '5-All Student Assessments' (yellow folder icon), and '4-Handouts & Supplemental Materials' (yellow folder icon). A blue arrow points from the 'Documentation of Teaching' folder in the left column to the '1-CIS-115\_SYLLABUS' file in the right column.

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## Questions?

### FACULTY EVALUATION PROCESS

If you have any questions regarding the evaluation process, please contact Lynne Brach-Fugedi at [lfugedi@schoolcraft.edu](mailto:lfugedi@schoolcraft.edu) or 734-462-7668.