

## Annual Evaluations for Tenure Track Faculty and Lecturers

Please complete the annual review process outlined below by **May 15, 2024**. Deans should establish internal guidelines to ensure that the process is completed by this date.

1. Tenure track faculty and lecturers should complete a summary of their activities for the current contract period using the provided template ([Tenure Track Faculty](#) or [Lecturers](#)) and send the completed memo to their department chair.
2. The department chair should review the submitted summary of activities and complete their review as follows:
  - For tenure track faculty: the department chair, in conjunction with the department/college P&T committee, completes their review using this [Evaluation Memo](#) and sends the memo to the dean.
  - For lecturers: the department chair completes their review using this [Evaluation Memo](#) and sends the memo to the dean.
3. The dean should review the summary of activities submitted by the tenure track faculty member or lecturer and the memo from the department, add additional comments as necessary, and sign off on the evaluation.
4. A shared Google Drive will be sent to each Dean containing a spreadsheet listing all faculty and lecturers requiring review. This spreadsheet should be marked off for each completed evaluation and the memos uploaded into the respective folders using this naming format:
  - “Last Name, First Name, Department, Rank – Summary of Activities”
  - “Last Name, First Name, Department, Rank – Evaluation”

Please reach out to Kathleen O’Neill, Administrative Director for the Office of the Provost ([ko86@njit.edu](mailto:ko86@njit.edu)), if you have any questions or need assistance.

