

**CHECKLIST FOR ASSESSMENT PRIOR TO THE REAPPOINTMENT OF
PRE-SIX-YEAR NON-SENATE FACULTY (NSF)**

Name: _____ Department: _____

The purpose of this statement is for you to certify that you have been informed of your rights under the contract, and that you have been provided the opportunity to exercise those rights.

1. In accordance with Non-Senate Instructional Unit MOU, Article 7a, Section C.4.a, any reappointment of a Pre-6-year NSF must be preceded by an assessment and the NSF must be notified of the review criteria as well as the form and timing of the assessment. *The assessment of individual NSF for reappointment is to be made on the bases of demonstrated competence in the field, ability in teaching, academic responsibility, and other assigned duties, including University co-curricular and community service.*
2. The NSF is informed in writing at the time of appointment/reappointment on _____ of the need for assessment prior to reappointment *by an attachment entitled "Appointment and Reappointment Information for Pre-Six-Year Unit 18 Non-Senate Faculty (NSF)"*. Furthermore, this document informs the NSF that s/he has the responsibility to inquire about the timing, form, and process of the assessment.
3. *The form(s) of the assessment should be applied uniformly to all pre-six-year NSFs in a department; and may be one or a combination of the following (check all applicable forms):*
 - Student evaluation and comments
 - Classroom visitation(s). If applicable, specify how many _____ and the date(s) when visit(s) was made:
 - Review of course syllabus (currency of course content)
 - Confidential student letter(s) solicited by the Department
 - Confidential input of qualified NSF continuing appointees solicited by the Department in the form of:
 - Others. Specify:
4. The NSF being assessed may provide letters of assessment from other NSF or senate faculty and other relevant materials to the Department Chair or Designee as a part of the assessment process. *The Department is advised to inform the NSF of any deadline by which these materials should be submitted to the Department Chair or Designee.*