



WEIGHTED CANDIDATE EVALUATION WORKSHEET

The following offers a method for department faculty to provide evaluations of job candidates. It is meant to be a template for departments to modify as necessary for their own use. For example, each item is given a suggested weight in the third column, which can be updated to fit department priorities. Proposed questions can be customized to fit candidates for either junior or senior faculty positions. Where possible, evaluators should indicate the information source(s) that informed their scores (for example, CV, letters of reference, etc.).

Key: 0=Not Qualified 1=Minimally Qualified 2=Competitive 3=Highly Competitive

Sources: a. Letter of Application b. CV c. Letters of Reference d. Transcript e. Writing Sample

Candidate's Name: _____

Criterion	Qualitative Assessment	Rank 0-3
Ph.D.in Relevant Field (a, b, c, d)		Must Have
<p>Evidence of research program for assistant professor or of research commensurate with an appointment as an associate professor (a, b, c, e)</p> <p>For associate professor:</p> <ul style="list-style-type: none"> • A book or several peer-reviewed articles/projects • Additional work in progress and future plans • Endorsement of references • Quality writing samples • Awards/grants, applied for and received <p>For assistant professor:</p> <ul style="list-style-type: none"> • Published peer-review article(s) or project(s) • Work in progress and clear statement of future plans • Endorsement of references • Quality writing samples • Awards/grants, applied for and received 		Weight: x6
<p>Evidence of (potential for) successful university teaching (a, b, c, d)</p> <p>For associate professor:</p> <ul style="list-style-type: none"> • Teaching experience in undergraduate/graduate settings • Endorsement of references • Demonstrated commitment to teaching digital literacies • Prior experience in building a curriculum <p>For assistant professor:</p> <ul style="list-style-type: none"> • Teaching experience in undergraduate/graduate settings • Endorsement of references • Demonstrated commitment to teaching digital literacies • Expressed interest in building a curriculum 		Weight: x3

Criterion	Qualitative Assessment	Rank 0-3
<p>Evidence of service to field (a, b, c)</p> <p>For associate professor:</p> <ul style="list-style-type: none"> • Committee chair/program director • Journal editor • Coordination of conferences • Community outreach • Reviews written • Leadership positions held • Other service <p>For assistant professor:</p> <ul style="list-style-type: none"> • Coordination of conferences • Community outreach • Reviews written • Leadership positions held • Other service 		<p>Weight: x1</p>
<p>Commitment to promoting diversity and inclusion in the department and college (a, b, c, d, e)</p> <p>For associate and assistant professor:</p> <ul style="list-style-type: none"> • Demonstrated interest in letter • Experience teaching diverse populations and/or inclusive pedagogy • Course work • Evidence in writing sample and/or other research 		<p>Weight: x1</p>
<p>OVERALL EVALUATION</p>		

Other Comments: