

Annual Faculty Evaluation

The purpose of the annual evaluation is to assess and communicate the nature and extent of an employee's performance of assigned duties consistent with the criteria specified in Article 10.4. The annual evaluation is based primarily on the activities that were listed in your professional development plan (PDP). Whenever possible, any additional elements contained in the annual evaluation that could possibly result in an adverse rating should have been communicated to you prior to the annual evaluation allowing for improvement.

FACULTY NAME: _____

ACADEMIC YEAR: _____

COLLEGE: _____

DEPARTMENT: _____

Teaching: *Teaching effectiveness, including effectiveness in presenting knowledge, information, and ideas by means or methods such as lecture, discussion, assignment and recitation, demonstration, laboratory exercise, practical experience, and direct consultation with students. The evaluation shall include consideration of effectiveness in imparting knowledge and skills, and effectiveness in stimulating students' critical thinking and/or creative abilities, the development or revision of curriculum and course structure, and adherence to accepted standards of professional behavior in meeting responsibilities to students. The evaluator may take into account class notes, syllabi, student exams and assignments, and any other materials relevant to the employee's teaching assignment. The teaching evaluation must take into account relevant materials submitted by the employee, including the results of peer evaluations of teaching and shall not be based solely on student feedback.*

Evaluation of Teaching:

Area Rating: Exceeds Meets Does Not Meet

Scholarly Contribution/Scholarship/Professional Development: *Contribution to the discovery of new knowledge, development of new educational techniques, and other forms of creative activity. Evidence of research and other creative activity shall include, but not be limited to, published books; articles and papers in professional journals; musical compositions, paintings, sculpture; works of performing art; papers presented at meetings of professional societies; and research and creative activity that has not yet resulted in publication, display, or performance. The evaluation shall include consideration of the employee's productivity, including the quality and quantity of what has been done during the year, and of the employee's research and other creative programs and contributions; and recognition by the academic or professional community of what is done.*

Evaluation of Scholarship:

Area Rating: Exceeds Meets Does Not Meet

Service: Public service that extends professional or discipline-related contributions to the community; the State, including public schools; and the national and international community. This public service includes contributions to scholarly and professional organizations and governmental boards, agencies, and commissions that are beneficial to such groups and individuals. Participation in the governance processes of the institution through significant service on committees, councils, and senates, beyond that associated with the expected responsibility to participate in the governance of the institution through participation in regular departmental or college meetings.

Evaluation of Service:

Area Rating: Exceeds Meets Does Not Meet

Other Duties: Other assigned university duties such as advising, supervision of interns, and academic administration, or as described in a Position Description, if any, of the position held by the employee.

Evaluation of Other Duties:

Area Rating: Exceeds Meets Does Not Meet

Overall Annual Evaluation Summary:

Overall Rating: Overall Satisfactory Overall Unsatisfactory

