

APPENDIX F

Form for Faculty Evaluation

FACULTY EVALUATION

~~January 1~~ May 1, 20__ - ~~January 1~~ May 1, 20__

NAME

Refer to S. Annual Review on completion of this document. In summary, Faculty Members shall list their goals for the academic year and submit them to the Chair electronically by September 15 of that year. Between April 1 and April 15 (specific date to be determined by Department Chair), they shall designate which were accomplished and/or offer brief explanations. The Department Chairs will respond to each criterion and provide an appropriate rating as well as an over-all rating that is determined by examining all of their criteria and their respective weightings. The Chair’s completed evaluation will be provided to faculty by May 15. If the Faculty Member received a “fails to meet expectations” designation in any area, the Faculty Member MUST schedule a meeting with the Chair. Regardless of ratings, any faculty member may request a meeting with the Chair. This meeting must be completed prior to May 26. The over-all rating will serve as the basis for raises (if available) and post tenure review.

Department Chairs shall submit a **copy of this form** to the dean. ~~for approval a recommendation for each faculty member with written explanations for any areas considered Distinguished, Exceeds expectations, Meets expectations, or Fails to meet expectations., Above Average, Needs Improvement, or Unsatisfactory.~~ **Refer to S. Annual Review for instructions on completion of this document.**

I. TEACHING (Weight 50%) (See III.M.I.A. for suggested criteria.)

A. Instructional Delivery

1. **Faculty goals/accomplishments**

2. **Chair’s response and rating:**

Explanation:

Distinguished	
Above Average	Exceeds expectations
Satisfactory	Meets expectations
Needs Improvement	Fails to meet expectations
Unsatisfactory	

B. Academic Support/Advising (See III.M.I.C. for suggested criteria.)

1. Faculty goals/accomplishments

2. Chair's response/ratings

Distinguished	
Above Average	Exceeds expectations
Satisfactory	Meets expectations
Needs Improvement	Fails to meet expectations
Unsatisfactory	

Explanation:

II. **SCHOLARSHIP (Weight 10%)** (See Sec. III.M.I.B. for suggested criteria.)

A. Research/Performance/Editorial Work

1. Faculty goals/accomplishments

2. Chair's response/rating

Distinguished	
Above Average	Exceeds expectations
Satisfactory	Meets expectations
Needs Improvement	Fails to meet expectations
Unsatisfactory	

Explanation:

B. Professional Activity

(See Sec. III.M.I.B. for suggested criteria.)

1. Faculty goals/accomplishments

2. Chair's response/rating

Distinguished	
Above Average	Exceeds expectations
Satisfactory	Meets expectations
Needs Improvement	Fails to meet expectations
Unsatisfactory	

Explanation:

III. **SERVICE (Weight 10%*)** (See III.M.I.C. for suggested criteria.)

Community, Departmental, College, and University, and Professional

1. Faculty goals/accomplishments

2. Chair's response/rating

Distinguished	
Above Average	Exceeds expectations
Satisfactory	Meets expectations
Needs Improvement	Fails to meet expectations
Unsatisfactory	

Explanation:

IV. OVERALL RATING - Chair's response/rating:

Distinguished	
Above Average	Exceeds expectations
Satisfactory	Meets expectations
Needs Improvement	Fails to meet expectations
Unsatisfactory	

Department Chair's suggested goals for implementation (not required):

* 30% may be distributed among the categories as determined by the faculty member and the Department Chair. **When establishing the 30% allocation, the Department Chair and faculty member may consider the requirements of external accrediting agencies or other factors specific to the Department and/or college. This may impact overall weights and therefore final rating.**