**Faculty Annual Performance Evaluation**

(Provisions and content outlined in section 4.3.2 of the *Faculty Handbook*)

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| --- | --- |
| **Faculty Name:** |  |
| **Current Rank:** |  |
| **Department:** |  |
| **Calendar Year:** |  |

The faculty annual performance evaluations will be done on a calendar year basis from January 1 to December 31. The rating system has three points: “exceeds expectations,” “meets expectations,” and “fails to meet expectations.” The normal rating is “meets expectations.” This rating describes a faculty member who performs the dimension of his or her job with skill, producing the results expected of a highly educated professional. The rating of “meets expectations” also describes a faculty member whose performance on a dimension is essentially comparable to the performance of a broad range of faculty members within the unit. “Exceeds expectations” should be reserved for faculty who had truly outstanding contributions in the evaluation year.

Please review Faculty Handbook 4.3 for the statement on Evaluation of Faculty. The faculty member’s self-evaluation should go beyond a list of accomplishments and provide reflections on strengths and areas for growth or improvement.

**I. Course Instruction/Teaching**

**A. Self-Evaluation:**

*[In a single reflective statement of self-evaluation, indicate how you challenged students academically in your courses. Please include, as appropriate, reference to the following attributes of your teaching:*

* *As you know, embracing diversity of thought, belief and community is vital to creating a successful and inclusive academic environment. How did your teaching support the institutional goals of diversity and inclusion this past calendar year? These might include syllabi changes, course readings or text books, increased global content, attending specific campus speakers, etc.*
* *If you made changes to a course(s), include your rationale. This might include, but is not limited to: students’ professional development, students’ feedback from evaluations, technology updates, industry changes, personal reflection on the course and the content, etc.*
* *Maybe you tried some pedagogical innovations in your course(s) during the current year, such as computer applications/tools, ethical analysis, new classroom or online-teaching techniques.*
* *Use of new teaching materials. Examples might be audio-visual materials, new types of course modules, simulations, games, etc.*
* *Interdisciplinarity. Providing opportunities for students to explore course content through inclusion of interdisciplinary materials, programs, activities, etc.*
* *International or study-away opportunities. Describe any related opportunities you incorporated into your course(s). These might include international guest speakers, classroom connections across national borders, some type of exchange with students/faculty/experts from outside the country, or even from outside the region.*
* *Document any leadership roles you played in developing new curriculum, specific new courses, or programing.]*

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| **Self-Evaluation: Teaching (Mark One)** |  |
|  | Exceeds Expectations |
|  | Meets Expectations |
|  | Fails to Meet Expectations |

**B. Chair's Assessment:**

|  |  |
| --- | --- |
| **Chair’s Assessment: Teaching** |  |
|  | Exceeds Expectations |
|  | Meets Expectations |
|  | Fails to Meet Expectations |

**II. Research and Creative Activities**

**A. Self-Evaluation:**

*[In a single reflective statement, please address the significance and impact of the research and/or creative activity(ies) you are doing in your field. Please describe your scholarly and/or creative works over the past calendar year in terms of the nature of the work, such as performances, exhibitions, scholarly journal publications, video productions, editing, books, etc.*

*As appropriate, reference to the following attributes of your research and/or creative activity(ies):*

* *Scope of work: regional, national, international*
* *Diversity and inclusion*
* *Impact: This might be an award you received, a number of others referencing your scholarly work, a favorable review in a publication significant to your field, having work included in a special-edition publication, etc.*

*In this section, also include a description of scholarly and/or creative works you have in progress or have planned for the immediate future. Share specific goals for next year, as appropriate.]*

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| **Faculty Self-Evaluation Score: Research and Creative Activities (Mark One)** |  |
|  | Exceeds Expectations |
|  | Meets Expectations |
|  | Fails to Meet Expectations |

**B. Chair's Assessment:**

|  |  |
| --- | --- |
| **Chair’s Assessment: Research and Creative Activities** |  |
|  | Exceeds Expectations |
|  | Meets Expectations |
|  | Fails to Meet Expectations |

**III. Service**

**A. Self-Evaluation:**

*[In a single reflective statement, please address the significance and impact of your service during the past calendar year. As in the previous prompts, please use the following attributes, as appropriate, to characterize your service:*

* *Scope of the work: departmental, college, university, or service to your professional association(s).*
* *Diversity and inclusion.*
* *Impact: chairing a committee, serving on a board, being elected to an office, etc.]*

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| **Self-Evaluation Score: Service (Mark One)** |  |
|  | Exceeds Expectations |
|  | Meets Expectations |
|  | Fails to Meet Expectations |

**B. Chair's Assessment:**

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| --- | --- |
| **Chair’s Assessment: Service** |  |
|  | Exceeds Expectations |
|  | Meets Expectations |
|  | Fails to Meet Expectations |

**IV. Progress Toward Associate Professor/Tenure, Professor or Post-Tenure Review**

**A. Self-Evaluation:**

**B. Chair's Assessment:**

**V. Goal-Setting for the Next Academic Year**

**A. Faculty Member's Goals (Instruction, research/creative activity, and service):**

**B. Chair Comments:**

**Optional Comments:** The faculty member may include additional comments in response to the assessments of the department chair.

**Faculty Member:** I have reviewed this document and discussed the contents with the department chairperson. My signature means that I have been advised of my performance evaluation and does not necessarily imply that I agree with the evaluation. Failure to return a signed copy of this form to the department chair within thirty days of its receipt constitutes acknowledgement of receipt and refusal to return the form.

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| --- | --- | --- | --- |
| Faculty Member's Signature: |  | Date: |  |
| Chairperson's Signature: |  | Date: |  |
| Dean's Signature: |  | Date: |  |