

## ANNUAL FACULTY EVALUATION FORM FOR BASE PERFORMANCE

[NOTE: This evaluation is confidential and may be used for no purpose other than assessing performance for annual compensation. This evaluation may not be used for probationary faculty annual reviews, for continuing status reviews, or for promotions.]

Name \_\_\_\_\_ Rank \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTIONS:**

<p><u>Faculty Member:</u></p> <ol style="list-style-type: none"> <li>1. For the review, submit an updated CV.</li> <li>2. Also submit an Annual Faculty Report for the prior calendar year (Jan. 1 - Dec. 31). The Report must include a list of the courses you taught, your professional development activities (based on the Boyer model), and a list of your service activities for university and department. Your department may require additional information; all faculty members have the option of submitting additional information.</li> </ol>	<p><u>Evaluator(s):</u></p> <ol style="list-style-type: none"> <li>1. Rate the faculty member's performance and write comments for each category (1.3; 2.3; 3.3 and 4.2)</li> <li>2. A "Satisfactory" rating receives a score of 2, and "Unsatisfactory" receives a score of 1. Use whole numbers only.</li> <li>3. A faculty member must earn an overall calculated score of 1.85 or higher to receive a pay increase for base performance. (Score must be 2 for 2016 work.)</li> </ol>
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**1.0 TEACHING AND ADVISING:** Rating is based on Annual Faculty Activities Report, Student Evaluations, and other available information. NOTE: Not all listed items may apply, and additional items ("other") must be specified if they apply. Include comments for all items that apply.

1.1 WEIGHT SELECTED BY FACULTY MEMBER (RANGE 50-65%) \_\_\_\_\_

<p>1.2 Teaching and Advising Rating</p> <p>Examples of criteria for assessing Teaching/Advising:</p> <ul style="list-style-type: none"> <li>● carried fulltime course load (or adjusted for administrative tasks)</li> <li>● courses met departmental standards of academic rigor or creative achievement, and assessment outcomes</li> <li>● fulfilled fulltime advising load</li> </ul>	<p>Rating (<i>check one</i>):</p> <p><input type="checkbox"/> Satisfactory (2)</p> <p><input type="checkbox"/> Unsatisfactory (1)</p>
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1.3 EVALUATOR'S COMMENTS ON TEACHING/ADVISING: For "Unsatisfactory," attach supporting documentation, and specify areas of improvement needed. Attach separate page if needed.

**2.0 PROFESSIONAL DEVELOPMENT:** Rating is based on Annual Faculty Activities Report. NOTE: Not all listed items may apply, and additional items ("other") must be specified if they apply. Write comments for all items that apply.

2.1 WEIGHT SELECTED BY FACULTY MEMBER (RANGE 15-35%) \_\_\_\_\_

<p>2.2 Professional Development Rating</p> <p>Criteria for Professional Development based on the Boyer model:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>● Discovery</li> <li>● Integration</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>● Application</li> <li>● Teaching/Learning</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>● Discovery</li> <li>● Integration</li> </ul>	<ul style="list-style-type: none"> <li>● Application</li> <li>● Teaching/Learning</li> </ul>	<p>Rating (<i>check one</i>):</p> <p><input type="checkbox"/> Satisfactory (2)</p> <p><input type="checkbox"/> Unsatisfactory (1)</p>
<ul style="list-style-type: none"> <li>● Discovery</li> <li>● Integration</li> </ul>	<ul style="list-style-type: none"> <li>● Application</li> <li>● Teaching/Learning</li> </ul>		

2.3 EVALUATOR'S COMMENTS ON PROFESSIONAL DEVELOPMENT: For "Unsatisfactory," attach supporting documentation, and specify areas of improvement needed. Attach separate page if needed.

**3.0 UNIVERSITY SERVICE:** Rating is based on Annual Faculty Activities Report. NOTE: Not all listed items may apply, and additional items (“other”) must be specified if they apply. Write comments for all items that apply.

3.1 WEIGHT SELECTED BY FACULTY MEMBER (RANGE 15-35%) \_\_\_\_\_

<p>3.2 University Service Rating Examples of criteria for university service:</p> <ul style="list-style-type: none"> <li>contributed to life of university through committee work, participation in student groups, other service</li> <li>completed expected departmental service (e.g., participating in portfolio reviews, assessment, directing programs, assessing junior faculty, etc.)</li> </ul>	<p>Rating (<i>check one</i>):</p> <p><input type="checkbox"/> Satisfactory (2)</p> <p><input type="checkbox"/> Unsatisfactory (1)</p>
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3.3 EVALUATOR’S COMMENTS ON SERVICE: For “Unsatisfactory,” attach supporting documentation, and specify areas of improvement needed. Attach separate page if needed.

**4.0 OVERALL SCORE/EVALUATION**

4.1 Summary Evaluation: Faculty enters weight selected (%) in column B. Evaluator enters rating from above in column B and computations in column D.

A: Rating Areas	B: Weight Selected (%)	C: Rating (From 1.2, 2.2, 3.2)	D: Score (Multiply B x C)
1 Teaching and Advising Rating (Range 50-65%)		( <i>Check one</i> ): <input type="checkbox"/> 2(Satisfactory) <input type="checkbox"/> 1(Unsatisfactory)	
2 Professional Development Rating (Range: 15-35%)		( <i>Check one</i> ): <input type="checkbox"/> 2(Satisfactory) <input type="checkbox"/> 1(Unsatisfactory)	
3 University Service Rating (Range 15-35%)		( <i>Check one</i> ): <input type="checkbox"/> 2(Satisfactory) <input type="checkbox"/> 1(Unsatisfactory)	
<b>Add rows B1-B3 (Must equal 100%):</b>		<b>Overall Rating (Add rows D1-D-3):</b>	

4.2 EVALUATORS’ COMMENTS ON OVERALL EVALUATION

(Detailed documentation required if overall rating is <1.85 for evaluation of 2015 work; for ratings < 2 for 2016 work)

4.2.1 Department Chair’s Comments:

  
  

4.2.2 Dept. Chair’s Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**5.0 CERTIFICATION**

I CERTIFY THAT I HAVE READ THIS DOCUMENT AND HAVE DISCUSSED IT WITH THE EVALUATOR. MY SIGNATURE CONNOTES NEITHER AGREEMENT NOR DISAGREEMENT WITH THE RATINGS AND COMMENTS HEREON. I UNDERSTAND THAT I MAY ALSO DISCUSS THIS DOCUMENT WITH THE DEAN OF MY SCHOOL/COLLEGE AND WITH THE PROVOST. IF I RECEIVE AN OVERALL “UNSATISFACTORY” EVALUATION, I HAVE THE RIGHT TO APPEAL TO THE PROVOST.

Faculty Member’s Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

**6.0 DEAN’S CONFIRMATION OR REVERSAL**

6.1 Dean’s confirmation or reversal of chairperson’s evaluation: (*check one*):  Confirm  Reversal

6.2 Dean’s comments:

6.3 Dean's Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

[This completed form must be returned to the Faculty Member, and copies sent to a secured Department file, to Academic Affairs and to Human Resources.]