

## Faculty Annual Performance Evaluation

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

Faculty Name	
Current Rank	
Department	
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. Instruction**

## A. Self-Evaluation

## B. Chair's Assessment

<b>Dimension: Instruction</b>	
	Exceeds Expectations
	Meets Expectations
	Fails to Meet Expectations

## **II. Research and Creative Activities**

### A. Self-Evaluation

### B. Chair's Assessment

<b>Dimension: Research and Creative Activities</b>	
	Exceeds Expectations
	Meets Expectations
	Fails to Meet Expectations

**III. Service**

A. Self-Evaluation

B. Chair's Assessment

<b>Dimension: Service</b>	
	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 Calendar Year**

Some colleges and departments may be using a Distribution of Effort model in relation to setting goals. If so, the faculty member and chair should include percentage of effort among teaching, research/creative activity, and service.

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

B. Chair Comments

**Optional Comments:** The faculty member may attach an additional page of 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.

Faculty Member's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Signature \_\_\_\_\_ Date: \_\_\_\_\_