

## Faculty Annual Performance Evaluation

(Provisions and content outlined in section 3.7/4.1 of the *Faculty Handbook*)

Faculty Name	
Current Rank	
Department	
Year	

The faculty annual performance evaluations will be done this **year** from July 1 to June 30. This self-evaluation will include efforts from **January 2023, Fall 2023, and June 2024 (now optional)**. Given the new regulation from The System office regarding workload, we will return to annual reviews being done on a calendar year basis, which will include Spring 2024 and Fall 2024.

During the spring term, each faculty member shall be evaluated for the academic year in accordance with the applicable section of the Faculty Handbook (see sections 3.7 and 4.10 and OP 4.1.3.1 and 4.1.3.2).

The rating system has three ratings: “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 their 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 comparable to that of a broad range of faculty members within the unit. “Exceeds expectations” should be reserved for faculty who made outstanding contributions in the evaluation year.

Please review *Faculty Handbook* 3.7/4.10 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. An additional workload document will be provided to Chairs to complete with a faculty member in late August/September of 2024.

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 acknowledgment of receipt and refusal to return the form.

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

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

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