**Faculty Evaluation**

 **Assistant and Associate Professors**

**Assistant and Associate Professors of Library**

**Faculty Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Evaluation Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluation Period: Assistant Professor 2nd year: \_\_\_\_\_ 4th year: \_\_\_\_\_**

**Associate Professor 4-year review: \_\_\_\_\_\_**

**Area Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Assistant and Associate Professor Faculty Evaluation form is the College’s assessment tool to review the overall performance of full-time faculty who are not currently applying for promotion. All material referenced below is due the faculty member’s Department Chair by **February 15**. The Department Chair adds the departmental summary letter to the packet to be sent to Area Chairs. This form, associated data, and professional reflection are to be completed by the faculty member and sent to the Area Chair by **March 15** for Assistant Professors and **April 1** for Associate Professors**.** The faculty member may have a consultation meeting with the Department Chair prior to sending the review packet to the Area Chair. The Area Chair may consult with the Department Chair for clarification of any questions and may request additional information or materials from faculty. The Area Chair will meet with the faculty member, who may choose to have the Department Chair present. The Area Chair will send a written summary, including recommendations for improvement or further development opportunities, to the faculty member and Department Chair, both of whom may offer a written response. The review will be sent to the Provost’s Office by **May 15** for Assistant Professors and **September 30** for Associate Professors.

**Data to be included the review packet, *covering only the current evaluation period*, preferably in the following order:**

This form, including the reflection portion

Department summary letter

Area Chair’s letter for last evaluation period

Current CV

Student evaluation numerical data, including College summaries

A representative sampling of the complete set of responses to narrative course evaluation questions

Representative syllabi for courses taught over the evaluation period

Reprints or preprints or other relevant documentation of scholarship (e.g., play bills, grant proposals, etc.)

Advising load (numbers only)

List of courses taught

List of contracts for independent study (numbers only)

A bulleted list of reassigned time and explanation

**To be completed by Area Chair:**

1. Class visit:

Course(s) visited: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of visit(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Meet with faculty member: Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of faculty member upon packet submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Area Chair upon completion of review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

*Professional Reflection:* Please reflect briefly in the spaces below on your teaching, scholarship, service, advising, and other faculty activities during this review period only.

#### I. TEACHING. Reflect on your overall teaching goals considering any feedback you have received about your teaching including a synthesis of the average numerical student scores, narrative comments since your last evaluation, or any other feedback you have received. If you have received additional feedback on your teaching from peer observations include that information. Do not feel compelled to comment on each course you teach; rather, provide a synthesis. Please specifically address new developments and progress since your last evaluation. Reflect on your successes and challenges in terms of pedagogy / best-practices you have employed in the service of student-learning, particularly as this relates to your teaching goals or philosophy. Feel free to reference your attached syllabi here as appropriate. Lastly, briefly articulate any next steps you would like to take in terms of teaching development. (Feel free to extend into the next pages but do be concise.)

**II. SCHOLARSHIP.** Please begin your reflection with a succinct (1-3 sentences) statement of your scholarly agenda in a manner suitable for those outside your area or discipline. Next, please copy and paste your department’s scholarship guidelines as they pertain to your rank. Next, please include a bulleted list of all scholarly activities completed and separately on-going since your last evaluation. Note how your accomplishments fit within your department’s guidelines and reflect on your progress toward meeting those in terms of application for tenure and promotion. Lastly, briefly reflect on future plans for on-going scholarship.

*Statement of Research Program/Agenda:*

*Department/Discipline Scholarship Guidelines*:

*Bulleted list of scholarly activities completed during evaluation period:*

*Bulleted list of scholarly activities ongoing during evaluation period:*

*Scholarship production mapped onto departmental scholarship guidelines. Explain how your scholarship over the review period fits within a given criterion.*

**III. SERVICE.** Begin with a bulleted list of service activities on Committees of the Faculty and Committees of the College. Next, include a bulleted list of additional committee and service activities (ad hoc committees, task force committees, search committees, etc.). Next, include a list of professional development activities you have completed since your last evaluation. Lastly, reflect briefly on successes and challenges in your service/advising work over the evaluation period.

*Bulleted list of service activities on Committees of the Faculty and Committees of the College; Bulleted list of additional committee and service activities (ad hoc committees, task force committees, search committees, etc.).*

*Reflect briefly on successes and challenges in your service/advising work over the evaluation period.*

*Bulleted list of professional development activities you have completed since your last evaluation, along with descriptions or explanation when necessary for clarity. These activities could include attendance at conferences where you are not a presenter, courses taken, seminars attended, workshops attended, online studies, etc*.

**IV. SELF EVALUATION.** Please write a brief statement evaluating your overall performance as a faculty member. Specifically reflect on your progress toward applying for tenure and promotion or other goals you have set. Please use no more than this 1 page. Please be candid.

**AREA CHAIR’S COMMENTS**

**Faculty Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Evaluation Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Area Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Upon reviewing all the provided information, comment briefly on the faculty members’ effectiveness, progress, and contributions in each area, particularly as it pertains to progress toward applying for tenure/promotion or other goals set. Clearly demarcate strictly formative comments from summative comments.

**I.a. TEACHING: Summative**

**I.b. TEACHING: Formative**

**II.a. SCHOLARSHIP: Summative**

**II.b. SCHOLARSHIP: Formative**

**III.a. SERVICE and PROFESSIONAL DEVELOPMENT: Summative**

**III.b. SERVICE and PROFESSIONAL DEVELOPMENT: Formative**

**IV. SELF EVALUATION/GOALS**