# 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.

# Instruction

* 1. Self-Evaluation

B. Chair's Assessment

|  |  |
| --- | --- |
| **Dimension: Instruction** | |
|  | Exceeds Expectations |
|  | Meets Expectations |
|  | Fails to Meet Expectations |

## Research and Creative Activities

* 1. Self-Evaluation

B. Chair's Assessment

|  |  |  |
| --- | --- | --- |
| Dimension: Resea rch and Creative Activities | |  |
|  | Exceeds Expectations | |
|  | Meets Expectations | |
|  | Fails to Meet Expectations | |

# Service

* 1. Self-Evaluation

B. Chair's Assessment

|  |  |
| --- | --- |
| **Dimension: Service** | |
|  | Exceeds Expectations |
|  | Meets Expectations |
|  | Fails to Meet Expectations |

## Progress Toward Associate Professor/Ten ure, Professor or Post-Tenu re Review

* 1. Self-Evaluation
  2. Chair's Assessment

# 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.

* 1. 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 Ihave been advised of my performance evaluation and does not necessarily imply that Iagree 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  Chairperson's Signature 

Dean's Signature Date: