

*The COVID-19 pandemic has in many cases affected faculty performance during this review period. This note reminds faculty, department chairs/directors, reviewing committees (i.e., DPC, PTC, and PTR), and other administrative bodies that special considerations may be necessary to understand a faculty member's performance during the pandemic. For this annual review, faculty are encouraged to explain how COVID-19 may have affected their performance in instruction, research/creative activities, and/or service. Faculty should also note how COVID-19 may continue to influence their performance related to their goals for the next review period of 2021. (adopted Dec. 2020)

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

Dimension: Instruction	
	Exceeds Expectations
	Meets Expectations
	Fails to Meet Expectations

II. Research and Creative Activities

A. Self-Evaluation

B. Chair's Assessment

Dimension: Research and Creative Activities	
	Exceeds Expectations
	Meets Expectations
	Fails to Meet Expectations

III. Service

A. Self-Evaluation

B. Chair's Assessment

Dimension: Service	
	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: _____