

ANNUAL EVALUATION

FIRST-*, THIRD-, AND FIFTH-YEAR TENURE TRACK FACULTY

Academic Year _____
Last Name _____ First Name _____
Department/School/Division _____ College _____
Rank _____ Probationary Year _____

NOTE: This evaluation is intended to focus on accomplishments since appointment (for first year faculty) or since the previous performance review. According to University Policy (S98-8), ***Department/School/Division committees, Department Chairs/School Directors/Division Heads, and College Deans shall consider an annual summary of achievements prepared by the faculty member, student and other evaluations of teaching, and any previous evaluations and recommendations by committees and administrators.*** If Departments/Schools/Divisions or the Dean wish to consider additional information, they should provide appropriate notification to the faculty member.

All documentation used is considered, during the period of review, an extension of the Personnel Action File, and copies of any materials not supplied by the faculty member must have been provided to him or her at least five days before the review is done (per the Agreement, 11.4). **Before the material is forwarded to the next review level, the faculty member must be provided with a copy and given ten calendar days to respond.** The documentation reviewed by the Department/School/Division committee must be forwarded to the College Dean, who is responsible for providing copies of the completed evaluation to the faculty member and, with the Annual Summary of Achievements, to the Personnel Action File in the Office of Faculty Affairs. The documentation should be returned to the Department/School/Division.

(*Newly appointed faculty given one year of probationary credit are reviewed as if they are first year candidates.)

DEPARTMENT PERSONNEL COMMITTEE EVALUATION: (Due to College Dean's Office April 13, 2009.)

I. A. Teaching Effectiveness:

B. Service to Students and the University:

Name _____

II. Scholarly, Creative, or Professional Achievements:

This evaluation is based on the following sources of information:

- _____ 1. *Previous reviews
- _____ 2. *Student evaluations
- _____ 3. Peer observations
- _____ 4. Course outlines, tests, grading, etc.
- _____ 5. *Annual Summary of Achievements
- _____ 6. Other (please specify)

*Required by University Policy.

Signed by: _____

For Department Personnel Committee

Date

Name _____

DEPARTMENT CHAIR'S/SCHOOL DIRECTOR'S/DIVISION HEAD'S COMMENTS:
(if the Chair/Director/Division Head has not served on the personnel review committee)
(Due to College Dean's Office April 13, 2009.)

Signed by: _____ Date _____
Department Chair /School Director/Division Head

I have reviewed the information considered by the Department/School/Division committee and Chair/Director/Division and read their comments. My signature indicates neither agreement nor disagreement.

Signed by: _____ Date _____
Candidate

Faculty member must be given ten calendar days to respond before review is forwarded to the Dean's Office.

DEAN'S COMMENTS: (Due to Office of Faculty Affairs May 15, 2009.)

Signed by: _____ Date _____
College Dean

Faculty member must be given ten calendar days to respond before review is forwarded to Office of Faculty Affairs. Copies to faculty member, Department office, and original to Personnel Action File in Office of Faculty Affairs.

ANNUAL SUMMARY OF ACHIEVEMENTS

FIRST*, THIRD, AND FIFTH YEAR TENURE TRACK FACULTY

Academic Year _____
Last Name _____ First Name _____
Department/School/Division _____ College _____
Rank _____ Tenure Track Year _____

This form must be completed by first-, third-, and fifth-year tenure track faculty members and submitted to the Department Chair no later than March 6, 2009. A copy of the form will be attached to an Annual Evaluation completed by the Department/School/Division committee and the Dean, and both will be forwarded by the Dean to the Office Faculty Affairs for placement in the faculty member's Personnel Action File. All Spring (of the previous year) and Fall semester student evaluations must be attached; the Department/School/Division committee and Dean may also specify other documentation they wish to review. No documentation should be forwarded to the Office Faculty Affairs.

(*Newly appointed faculty given one year of probationary credit are reviewed as if they are first year.)

I. Academic Assignment

A. Effectiveness in Teaching

List teaching assignments, by semester, and provide any additional information, which you believe, will be useful in evaluating your teaching effectiveness. *E.g., you may want to describe factors which you believe have affected your student evaluations or activities intended to maintain or improve your teaching effectiveness.*

B. Service to Students, the Department, the School and the University

Name _____

II. Scholarly, Creative, or Professional Achievements

A. Publications or Creative Productions

B. Participation in Professional Associations and Meetings

C. Other Scholarly, Creative, or Professional Achievements

D. Status of Work in Progress

Signature

Date