
Faculty Member's Name (typed or printed)

**Document II
Faculty Evaluation**

(To be Completed by the Department Chairperson with the Faculty Member at the End of the Academic Year)

Faculty Member's Signature / Date

Evaluator's Signature / Date

Instructions: This is an evaluation instrument to be used by the chairperson of the department. Circle the appropriate number on the right for each item listed below. In all cases 5 represents the HIGHEST value, 3 a MEDIAN value, and 1 the LOWEST value; "NA" should be circled if the behavior is "not applicable" and hence cannot be scored.

The evaluation must be supported with documents provided by the faculty.

(The selected weighting from the listed weighting scales of Teaching, Research/ Publications/ Creative Endeavors, and Service must not exceed the total of 100%.)

I. Teaching

Total Weight: 25-75%

A. Instruction

Weight: 20% minimum weight

_____ %

Department Level Evaluation

Rating

1.1 Preparation of course materials (syllabus, examinations, lab manual, selection of textbook, etc.)	5	4	3	2	1	NA
1.2 Demonstrates knowledge of discipline	5	4	3	2	1	NA
1.3 Use of teaching aids and technology in the class room (A-V aids, video, DVD, computers, web)	5	4	3	2	1	NA
1.4 Communication skills (oral and written)	5	4	3	2	1	NA
1.5 Fieldtrips and other organized events for students	5	4	3	2	1	NA
1.6 Grading procedures are explicit and reasonable	5	4	3	2	1	NA
1.7 Responsiveness to the needs of students	5	4	3	2	1	NA
1.8 Meets classes promptly and regularly	5	4	3	2	1	NA
1.9 Helping students outside the classroom (office hours, email, discussion groups, tutorials, general accessibility)	5	4	3	2	1	NA
1.10 Curriculum and program development	5	4	3	2	1	NA

(Average rating is equal (=) to the total score over the number of items scored.)

_____ %
Average Rating

B. Advising, Counseling, and Other Related Academic Duties: Weight: 5% minimum

_____ %

1.12 Advises students on appropriate course selection and monitors their progress 5 4 3 2 1 NA

1.13 Keeps appointments with students; easy to access 5 4 3 2 1 NA

1.14 Maintains knowledge of current degree requirements, course offerings
career opportunities, university regulations and student services 5 4 3 2 1 NA

(Average rating is equal (=) to the total score over the number of items scored.)

_____ %
Average Rating

II. Research/Publications/Creative Endeavors Total Weight: 15-75%

A. Professional Development:

Weight: 5% minimum

_____ %

2.1 Membership and offices in professional organizations 5 4 3 2 1 NA

2.2 Organizing/conducting/participating in seminars, workshops, conferences, and
other scholarly/creative activities 5 4 3 2 1 NA

(Average rating is equal (=) to the total score over the number of items scored.)

_____ %
Average Rating

B. Funded and Non-Funded Research:

Weight: 5% minimum

_____ %

2.3 Proposals written/submitted 5 4 3 2 1 NA

2.4 Funded/Non-Funded Research 5 4 3 2 1 NA

(Average rating is equal (=) to the total score over the number of items scored.)

_____ %
Average Rating

C. Publications/Creative Writing/Performances/Exhibitions/Presentations

Weight: 5% minimum

_____ %

2.5 Papers presented at professional meetings 5 4 3 2 1 NA

2.6 Scholarly publications/art exhibitions, recitals/performances 5 4 3 2 1 NA

(Average rating is equal (=) to the total score over the number of items scored.)

Average Rating

III. Service

Total Weight: 5-25%

A. Institutional (Department, School, & University)

Weight: _____ %

3.1 Attends and participates in faculty meetings 5 4 3 2 1 NA

3.2 Attends and actively participates in committee meetings 5 4 3 2 1 NA

3.3 Completes assignments efficiently and punctually 5 4 3 2 1 NA

3.4 Serves as advisor to student groups/organizations 5 4 3 2 1 NA

3.5 Participates in University recruiting and retention efforts 5 4 3 2 1 NA

(Average rating is equal (=) to the total score over the number of items scored.)

Average Rating

B. Community

Weight: _____ %

3.5 Professional services to community
(local, regional, national and international organizations) 5 4 3 2 1 NA

3.6 Non-professional services to community
(local, regional, national and international organizations: civic groups,
elected official, church and/or religious institutions) 5 4 3 2 1 NA

(Average rating is equal (=) to the total score over the number of items scored.)

Average Rating