

Annual Faculty Evaluation Form
(Please print or type)

Faculty Member _____ Department _____

Rank _____ Degree Status _____

The chairperson's evaluation narrative should be attached to this page. The evaluation code below is defined as follows (refer to the *Policy Guide* for additional detail):

- S --performance satisfactory
- M--performance marginal, need for significant improvement
- U—performance unsatisfactory

Circle One
S M U

I. Overall Quality of Teaching

- a. met requirements established by the department and institution
- b. demonstrated satisfactory teaching performance
- c. set reasonable standards
- d. maintained respect for students
- e. fulfilled responsibilities as an advisor
- f. handled co-curricular assignments (if applicable)

Comments:

II. Overall Quality of Service

S M U

- a. carried out non-teaching assignments in the department
- b. exerted a positive effort to reach department goals
- c. served on faculty and institutional projects
- d. involved in community projects; local use of scholarly/professional skills

Comments:

III. Overall Quality of Scholarship/Creative Activity

S M U

- a. further education or participation in professional meetings
- b. appropriate travel
- c. papers presented and/or publications/creative artifacts
- d. other research or grant-related work
- e. disciplinary/professional organizational work

Comments:

Annual Contract Recommendation Form
(to be completed by the chairperson)

Name _____
(Faculty Member)

Check as many as are appropriate:

Faculty Status:

- _____ Tenured faculty member
- _____ Tenure track faculty member (<2 years contract)
- _____ Tenure track faculty member (>2 year, but <6 years contract)
- _____ Non-tenure track faculty member

Contract Type:

- _____ Tenured faculty member in good standing (automatically reappointed)
- _____ Tenured faculty member under Early Warning
- _____ Continuing, probationary (i.e., tenure track), in good standing
- _____ Continuing, probationary (i.e., tenure track), under Early Warning
- _____ Terminal contract
- _____ One-year contract
- _____ Pending, currently under tenure review
- _____ Other (as specified below)

Faculty Member's Signature

Date

Chairperson's Signature

Date

Comments:

Dean's Signature

Date

Comments:

Vice President Academic & Student Affairs' Signature

Date