

PROFESSIONAL STAFF EVALUATION FORM (Appendix E)

1. Evaluation for:
 - a. Annual Review
 - b. Promotion
 - c. Tenure
 - d. Promotion and Tenure

2. Covering the academic year:

3. Attach your applicable Professional Development Plan (PDP) 3 Years
 6 Years
 Not Applicable

PART A TO BE COMPLETED BY FACULTY UNIT MEMBER

4. Background information:

Name: **Name**
Department: **College of xxxx**
Date: **Date**
Academic rank: **Rank** and date granted: **Date**

Degrees in reverse chronological order:
 - **List here**
Additional academic or professional education:
 - **List here**
Professional experience:
 - **List here**

Responses for items 5-11 must be reflective of the approved professional development plan, if applicable.

5. Expectations, consistent with institutional policies and subject to the concurrence of the dean and vice president, for faculty unit member performance with respect to teaching and academic advising; research, scholarship or creative activity; and service during the evaluation period.

For the current evaluation period:

	Percentage of Effort	Performance Standard
Teaching / Advising:	_____	_____
Teaching:	_____	_____
Advising:	_____	_____
Scholarship:	_____	_____
Service:	_____	_____

Performance Standard: (B-basic performance, H-high performance)

6. Describe your assigned responsibilities during the evaluation period.
In your narrative response to this item, specify the courses taught, number of advisees supervised, release time provided for specific projects, etc.

7. Describe your major performance objectives during the current evaluation period.
Specify a performance objective in each performance category and provide additional details below (Q8, Q9 & Q10), as appropriate. Be sure to select the appropriate statement and delete those that do not apply.

Teaching/Librarianship: _____ Meet expectations in Basic Performance
 _____ Exceed expectations in Basic Performance
 _____ Meet expectations in High Performance
 _____ Exceed expectations in High Performance

Advising: _____ Meet expectations in Basic Performance
 _____ Exceed expectations in Basic Performance
 _____ Meet expectations in High Performance
 _____ Exceed expectations in High Performance

Scholarship: _____ Meet expectations in Basic Performance
 _____ Exceed expectations in Basic Performance
 _____ Meet expectations in High Performance
 _____ Exceed expectations in High Performance

Service: _____ Meet expectations in Basic Performance
 _____ Exceed expectations in Basic Performance
 _____ Meet expectations in High Performance
 _____ Exceed expectations in High Performance

8. Teaching/Advising
 a. List your significant contributions to teaching or cooperative extension activities.
 (Board Policy 4:38 contains a sample list.)
Select the appropriate statement(s) and delete those that do not apply. Provide narrative to support this statement(s). Faculty members whose performance standard is High

Performance must include narrative that describes their professional behaviors relative to the criteria in both Basic Performance and High Performance.

I have accomplished these professional behaviors to meet expectations for Basic Performance in teaching as noted above in Q7:

I have accomplished these professional behaviors to exceed expectations for Basic Performance in teaching as noted above in Q7:

I have accomplished these professional behaviors to meet expectations for High Performance in teaching as noted above in Q7:

I have accomplished these professional behaviors to exceed expectations for High Performance in teaching as noted above in Q7:

b. List your significant contributions to academic advisement.

Select the appropriate statement(s) and delete those that do not apply. Provide narrative to support this statement(s). Faculty members whose performance standard is High Performance must include narrative that describes their professional behaviors relative to the criteria in both Basic Performance and High Performance.

I have accomplished these professional behaviors to meet expectations for Basic Performance in advising as noted above in Q7:

I have accomplished these professional behaviors to exceed expectations for Basic Performance in advising as noted above in Q7:

I have accomplished these professional behaviors to meet expectations for High Performance in advising as noted above in Q7:

I have accomplished these professional behaviors to exceed expectations for High Performance in advising as noted above in Q7:

9. Research, Scholarship, or Creative Activities

List your significant contributions in research, scholarship or creative activity.
(Board Policy 4:38 contains a sample list.)

Select the appropriate statement(s) and delete those that do not apply. Provide narrative to support this statement(s). Faculty members whose performance standard is High Performance must include narrative that describes their professional behaviors relative to the criteria in both Basic Performance and High Performance

I have accomplished these professional behaviors to meet expectations for Basic Performance in research / scholarship / creative activity as noted above in Q7:

I have accomplished these professional behaviors to exceed expectations for Basic Performance in research / scholarship / creative activity as noted above in Q7:

I have accomplished these professional behaviors to meet expectations for High Performance in research / scholarship / creative activity as noted above in Q7:

I have accomplished these professional behaviors to exceed expectations for High Performance in research / scholarship / creative activity as noted above in Q7:

10. University Professional and Community Service

a. List your significant contributions to the university. (Board Policy 4:38 contains a sample list.)

Select the appropriate statement(s) and delete those that do not apply. Provide narrative to support this statement(s). Faculty members whose performance standard is Basic Performance must include narrative that describes their professional behaviors relative to the criteria in service to the university. Faculty members whose performance standard is High Performance must include narrative that describes their professional behavior relative to the criteria in service to the university and service in one other area – discipline-specific service to the discipline/profession or discipline-specific service to the public/community.

I have accomplished these professional behaviors to meet expectations for Basic Performance in service to the university as noted above in Q7:

I have accomplished these professional behaviors to exceed expectations for Basic Performance in service to the university as noted above in Q7:

I have accomplished these professional behaviors to meet expectations for High Performance in service to the university as noted above in Q7:

I have accomplished these professional behaviors to exceed expectations for High Performance in service to the university as noted above in Q7:

b. List your significant contributions to your discipline or profession. (Board Policy 4:38 contains a sample list.)

Select the appropriate statement(s) and delete those that do not apply. Provide narrative to support this statement(s). Faculty members whose performance standard is Basic Performance must include narrative that describes their professional behaviors relative to the criteria in service to the university. Faculty members whose performance standard is High Performance must include narrative that describes their professional behavior relative to the criteria in service to the university and service in one other area – discipline-specific service to the discipline/profession or discipline-specific service to the public/community.

I have accomplished these professional behaviors to meet expectations for Basic Performance in service to the discipline / profession as noted above in Q7:

I have accomplished these professional behaviors to exceed expectations for Basic Performance in service to the discipline / profession as noted above in Q7:

I have accomplished these professional behaviors to meet expectations for High Performance in service to the discipline / profession as noted above in Q7:

I have accomplished these professional behaviors to exceed expectations for High Performance in service to the discipline / profession as noted above in Q7:

- c. List your significant contributions to the community-at-large. (Board Policy 4:38 contains a sample list.)

Select the appropriate statement(s) and delete those that do not apply. Provide narrative to support this statement(s). Faculty members whose performance standard is Basic Performance must include narrative that describes their professional behaviors relative to the criteria in service to the university. Faculty members whose performance standard is High Performance must include narrative that describes their professional behavior relative to the criteria in service to the university and service in one other area – discipline-specific service to the discipline/profession or discipline-specific service to the public/community.

I have accomplished these professional behaviors to meet expectations for Basic Performance in service to the public / community as noted above in Q7:

I have accomplished these professional behaviors to exceed expectations for Basic Performance in service to the public / community as noted above in Q7:

I have accomplished these professional behaviors to meet expectations for High Performance in service to the public / community as noted above in Q7:

I have accomplished these professional behaviors to exceed expectations for High Performance in service to the public / community as noted above in Q7:

11. Proposed major performance objectives for the next evaluation period.
For the next evaluation period:

	Percentage of Effort	Performance Standard
Teaching/Advising:	_____	_____
Teaching:	_____	_____
Advising	_____	_____
Scholarship:	_____	_____
Service:	_____	_____

Performance Standard: (B-basic performance, H-high performance)

12. Proposed amendments to professional development plan (state if none)

APPENDIX E-PART B
TO BE COMPLETED BY IMMEDIATE ADMINISTRATIVE SUPERVISOR

13. Professional performance: **Name:**
 Rank:

- a. Indicate your assessment of the faculty unit member's performance by explaining whether, consistent with contemporary standards of the institution, the faculty unit member exceeded, achieved or fell short of the level of performance reasonably expected in an assistant professor with like tenure status and comparable professional responsibilities and resources. The explanation must indicate the consideration given to rank, experience and tenure status, professional responsibilities and resources. Separate ratings must be given for teaching, including separate mention of academic advisement, research and service responsibilities. In each instance, the supervisor must identify the specific activities, or lack thereof, that warrant the rating.

Summary:

	Percentage of Effort	Performance Standard	Evaluation
Teaching			
Advising			
Scholarship			
Service			

Performance Standard: (B-basic performance, H-high performance)
Evaluation: (0-does not meet, 1-meets, 2-exceeds, 3-greatly exceeds)

Teaching:

Advising:

Scholarship:

Service:

Comments:

- b. Summarize progress reflective of the professional development plan.
- c. For all faculty unit members who serve on tenure-track contracts or who hold rank below that of professor, comment about progress towards achieving the levels of performance that,

- d. In keeping with institutional standards, justify a recommendation for promotion to a more senior rank or award of tenure. Comments must address each area of professional responsibility.

Teaching:

Advising:

Scholarship:

Service:

Comments:

- e. Where appropriate, include recommendations for augmentation monies and contract renewal.

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- f. Response to the faculty unit member's major performance objectives for the next evaluation period, reflective of the professional development plan.

Comments:

Indicate Percent of Effort and Performance Standard for the next evaluation period:

	Proposed Percentage of Effort	Performance Standard
Teaching		
Advising		
Scholarship		
Service		

- g. Professional development plan has been reviewed and

_____ No modifications are required

_____ Modifications are required

_____ Professional Development Plan not required

Supervisor Signature

Date

12. I have received these comments and ratings from my immediate supervisor. I understand that I have the right to respond to these comments and ratings in writing or to call upon a peer group to

review the evaluation, provided that notice of such intent is given to the department head within five (5) working days after receipt of this document.

Signature of Faculty

Date

12. A. **Faculty** – I should like to add:

Faculty Signature

Date

12. B. **Supervisor** – in response to additional faculty comments:

Supervisor Signature

Date

13. I have reviewed these comments and ratings. I should like to add:

Provost / VPAA Signature

Date

Faculty Member Professional Development Plan

1. Name:
2. Department(s) and College(s):
3. Rank and date appointed to current rank:
4. Tenure Status:
5. Anticipated date(s) of future tenure and/or promotion applications:
 - a. Anticipated date of tenure application, if applicable:
 - b. Anticipated date of next promotion, if applicable:
6. Dates for this Professional Development Plan:
7. Any unique factors affecting this proposed plan:
8. Anticipated distribution of effort over the life of the plan. Since these percentages reflect the period of the plan, the distribution of effort stated in the annual Faculty Annual Review may be different.
 - a. _____ % Teaching and Advising
 - b. _____ % Research, Scholarship and Creative Activity
 - c. _____ % Assigned Professional Service
 - d. _____ % General Service
9. Proposed Plan including goals and outcomes in each area:

Teaching and Advising:

Research, Scholarship and Creative Activity:

Assigned Professional Service (including administrative appointments):

General Service:

Faculty Signature

Date

Department Head's Response:

____ I approve this professional development plan.

Comments:

____ This plan requires revision prior to approval.

Comments:

Department Head's Signature

Date

Dean's Response:

____ I approve this professional development plan.

Comments:

____ This plan requires revision prior to approval.

Comments:

Dean's Signature

Date

Original document to departmental personnel file with copies to Faculty Member, Department Head, Dean and Provost.