

FACULTY PERFORMANCE EVALUATION

Name _____

Year: _____

LEGEND RATING: 5 = Excellent

4 = Very Good

3 = Good

2 = Marginal

1 = Unsatisfactory

I. TEACHING					
Performance Expectations	Wt	Self Rating	Head's Rating	Weighted Score	Justification
<p>Organize Instruction: Provide syllabi using standardized format, follow the course outline, abide by mid-term and final examination schedules, enter grades prior to the deadline, and submit class grades to the departmental office.</p> <p><i>Rating: 5 points for the fulfillment of above criteria. Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p>	2	1 2 3 4 5	1 2 3 4 5		
<p>Classroom Management and Organization: Attend all classes, conduct classes for the full period scheduled and limit diversions, maintain attendance records, and manage student records and relevant student-submitted materials.</p> <p><i>Rating: 5 points for the fulfillment of above criteria. Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p>	2	1 2 3 4 5	1 2 3 4 5		
<p>Classroom Effectiveness: Speak clearly and audibly, engage the entire class in the learning process, encourage student questions and responses, present clear and understandable lectures and written assignments.</p> <p><i>Rating: 5 points for the fulfillment of above criteria. Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p>	2	1 2 3 4 5	1 2 3 4 5		
<p>Responsiveness to Students: Provide systematic and timely feedback on students' progress, return graded work including examinations and written assignments. Respect learners. Maintain office hours.</p> <p><i>Rating: 5 points for the fulfillment of above criteria. Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p>	1	1 2 3 4 5	1 2 3 4 5		

<p>Professional Conduct: Adhere to TAMU and PVAMU policies prohibiting unprofessional conduct in faculty/student relationships. <i>Rating: 5 points for the fulfillment of above criteria.</i></p>	1	1 2 3 4 5	1 2 3 4 5		
<p>Evaluate Instruction - SOS Ratings: Average SOS Rating.</p>	2	1 2 3 4 5	1 2 3 4 5		See SOS Ratings.
<p>Evaluate Instruction: Peer Evaluation Score</p>	2	1 2 3 4 5	1 2 3 4 5		
<p>Additional/Innovative Instructional Activities: e.g., Develop a new course, revise a course, include a distance learning version of a course, add web-enhancement of an existing course, and teach an Independent Study Course and/or an Overload. <i>Rating: 5 points for the fulfillment of at least two of the above criteria. Prorate accordingly for other ratings considering inherent weight.</i></p>	Bonus 2	1 2 3 4 5	1 2 3 4 5		
I. OVERALL RATING/60		SCORE:			

II. PARTICIPATION IN/PRODUCTION OF RESEARCH/SCHOLARLY/CREATIVE/TECH. WORK

Performance Expectations	Wt	Self Rating	Head's Rating	Weighted Score	Justification
<p>Utilizes Current Scholarship. Incorporate current scholarship into teaching and promote student participation in research, e.g., mentoring one undergraduate/graduate student in research for out-of-class performance/publication, or equivalent (e.g., TAMUS's Annual Pathways Symposium); including a technique/activity from a professional gathering or professional literature; requiring research in classes.</p> <p><i>Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p>	0.5	<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p>		
<p>Develop Professionally. Actively participating in professional organizations, seminars, workshops, formal certification efforts, terminal degree earning endeavors, editing of scholarly publications, reviewing of books and articles, organizing conference sessions/panels/roundtables, serving as an expert witness, adjudicating competitions, consulting professionally, serving as a member of board, and developing technology</p> <p><i>Example Rating:</i></p> <p><i>5 for attending/conducting/organizing/participating in any combination of 5 abovementioned local, national, regional, on-campus activities</i></p> <p><i>5 for 2 or 3 book reviews or for organizing 2 panels or sessions</i></p> <p><i>Prorate accordingly for other ratings considering work/expense/duration of the criterion.</i></p>		<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p>		

<p>Publications. Author of chapters in edited books and research papers published in journals or conference proceedings.</p> <p><i>Example Rating:</i> 5 for a book chapter, or one refereed paper, or two papers in conference proceedings, or a CD-ROM, etc.; 4 for one paper in conference proceedings</p> <p><i>Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p> <p><i>Note: Consideration will be given to the prestige of the conference and the journal, as well as in-progress work accompanied by documentation.</i></p>	1.5	1 2 3 4 5	1 2 3 4 5		
<p>Presentation/Performance. Presenting a paper, participating in a workshop, or doing a poster presentation at a conference, performing professionally or creatively, directing a workshop.</p> <p><i>Example Rating: 5 for two local/regional presentations or one national level conference</i> 4 for one presentation or one regional symposium/conference 3 for one workshop or one local symposium/conference</p> <p><i>Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p> <p><i>Note: Consideration will be given to the prestige of the conference</i></p>	1	1 2 3 4 5	1 2 3 4 5		
<p>External Funding. Success in attracting and subsequent effective management of research, equipment or teaching grants, contracts. Adhere strictly to terms established with grantors and PVAMU, including the timely submission of required reports.</p> <p><i>Example Rating: 5 for receiving one external grant and the timely submission of reports</i></p> <p><i>Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p>	Bonus .5	1 2 3 4 5	1 2 3 4 5		

<p>Internal Funding. Success in attracting and subsequent effective management of research, equipment or teaching grants, contracts, etc. Adhere strictly to terms established with grantors and PVAMU including the timely submission of required reports, and other related correspondence.</p> <p><i>Example Rating: 5 for receiving one source of funding and the timely submission of reports</i></p> <p><i>Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p>	<p>Bonus .5</p>	<p>1 2 3 4 5</p>	<p>1 2 3 4 5</p>		
<p>Grant Proposals. Writing and submitting research grant proposals, equipment grant proposals, curriculum grant proposals, and other grant-related projects.</p> <p><i>Example Rating: 5 for principal investigator of one</i></p> <p><i>Prorate accordingly up to 5 for other ratings considering inherent weight of the criterion.</i></p>	<p>Bonus .25</p>	<p>1 2 3 4 5</p>	<p>1 2 3 4 5</p>		
<p>Publication of a book or creative equivalent</p>	<p>Bonus 1</p>	<p>1 2 3 4 5</p>	<p>1 2 3 4 5</p>		
<p>II. OVERALL RATING/20 SCORE:</p>					

Note: Attach copies of all publications

III.SERVICE

Performance Expectations	Wt.	Self Rating	Head's Rating	Weighted Score	Justification
<p>Advise Students: Create, retain, and audit students' degree plans, provide accurate advisement to assigned advisees, assist with registration, maintain adviser/advisor records.</p> <p><i>Rating: 5 points for the fulfillment of above criteria: 5 for responsible for a major area for advising, e.g., University College Advisement Representative for the College of Arts & Sciences, Languages and Communications Departmental advisor, degree program coordinator</i></p> <p><i>Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p>	.75	1 2 3 4 5	1 2 3 4 5		
<p>Support Student Retention. Encourage students (by holding extra tutorials, extended office hours, providing web-based assistance, and other retentive services), who are enrolled in your classes to persist to successful course completion.</p> <p><i>Example Rating:</i></p> <p><i>5 for providing extra assistance in at least two categories;</i></p> <p><i>4 for providing extra assistance in at least one category</i></p>	75	1 2 3 4 5	1 2 3 4 5		

<p>Promote Enrollment Enhancement and Management. Actively support university/college/departmental projects designed to recruit, admit, and enroll students. Actively support students upon enrollment through graduation.</p> <p><i>Example Rating:</i></p> <p><i>5 for leadership in recruitment (e.g., off-campus recruitment, Majors' Fair, class tours, letters, brochures, videos, fliers, degree programs' promotional activities).</i></p> <p><i>Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p>	0.5	1 2 3 4 5	1 2 3 4 5		
<p>Support Student Development. Serve as a sponsor of a student organization. Sponsor/organize/participate in career/professional development activities for students. Sponsor/organize/participate in student career fairs. Serve as student mentor or advisor for student professional publication, and field trips.</p> <p><i>Example Rating:</i></p> <p><i>5 points for the fulfillment of above criteria. Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p>	0.5	1 2 3 4 5	1 2 3 4 5		
<p>Active participation in University/College/Division/Departmental Activities. Serve on committees, such as committees related to student development, peer-evaluation, personnel, curriculum, and accreditation. Attend major convocations including commencement, honors convocation, general student assemblies. Attend all faculty conferences. Attend and actively participate in all division/departmental meetings.</p> <p><i>Example Rating:</i></p> <p><i>5 for serving on two or more committees (Departmental, College, University, or Professional Society) in an effective capacity, and showed leadership in at least one such entity. Attendance at all commencements, faculty conferences, and departmental meetings. Prorate accordingly for other ratings</i></p>	1.5	1 2 3 4 5	1 2 3 4 5		

Coordinator/Supervisor/Director/Liaison: Coordinates, supervises, directs, or acts as a liaison, e.g., Communications/English/Spanish/Graduate Studies/Writing Center/Media Center/Multi-Media Language/Student Teachers		1	1		
		2	2		
	Bonus	3	3		
	1	4	4		
		5	5		
III. OVERALL RATING/20			SCORE:		

Note: Attach documentation for service activities.

PERFORMANCE EVALUATION SUMMARY

CATEGORY	GENERAL COMMENTS, INCLUDING RECOMMENDED IMPROVEMENT
I. Teaching/Advisement <i>Improvement Plan: < 36</i>	
II. Consumption and Production of Research and Scholarly/Creative Work <i>Improvement Plan: < 12</i>	
III. Service <i>Improvement Plan: < 12</i>	

Faculty Member's Signature

Date

Department Head's Signature

Date

Faculty Member's Comments

Place narrative here.

Faculty Member's Signature

Date