

**FACULTY EVALUATION SUMMARY FORM**

Date:

<b>Department</b>							
<b>Name</b>							
<b>Rank</b>							
For each criterion, place an "x" in the appropriate column. The column definitions are listed in the box at right.	<b>O-Outstanding</b> <b>E-Exceeds Expectations</b> <b>M-Meets Expectations</b> <b>N-Needs Improvement</b> <b>P-Poor</b> <b>NA-Not Applicable</b>						
Enter into the green box the value (as a percentage) assigned to this category by the Department for this faculty member. Research and Service should be no less than 10% for Assistant, Associate, and Full Professors. For Instructors, Service should be no less than 10%.							
<b>Teaching (no less than 50%)</b>		O	E	M	N	P	NA
1. Has a reputation among students and colleagues for pedagogical quality							
2. Is approachable							
3. Is dedicated to departmental teaching goals and objectives							
4. Takes steps to insure that students master the subject matter							
5. Prepares students well for subsequent courses							
6. Participates in faculty development emphasizing self improvement in teaching							
7. Keeps course content and methods current							
8. Diligently keeps class meeting times and office hours							
<b>Teaching Summary</b>							
<b>Research (must combine with Teaching and Service to yield 100%)</b>		O	E	M	N	P	NA
1. Is actively involved in research							
2. Has productive undergraduate involvement in research program							
3. Serves on graduate committees							
4. Successfully directs graduate theses/dissertations							
5. Presents distinctive works within field of expertise							
6. Publishes distinctive works within field of expertise							
7. Writes competitive research grant proposals							
8. Receives research grant funds							
9. Participates in discipline-related editing and reviewing efforts							
10. Participates in discipline-related professional organizations							
<b>Research Summary</b>							
<b>Service (must combine with Teaching and Research to yield 100%)</b>		O	E	M	N	P	NA
1. Accurately advises students							
2. Serves effectively on departmental, college, and university committees							
3. Serves the community in and out of area of expertise							
4. Cooperatively engaged in departmental, college, or university projects							
5. Is engaged in recruiting and retention							
6. Reaches out to area schools							
7. Writes competitive service grant proposals							
8. Receives service grant funds							
<b>Service Summary</b>							
<b>University Citizenship</b>		O	E	M	N	P	NA
1. Represents the department well to the college, university, and general public							
2. Follows guidelines, directives, and protocols							
3. Participates in departmental, college, and university-sponsored events							
4. Cooperates with faculty on curricular issues							
5. Has rapport with students and colleagues							
6. Promotes the vision and mission of the University							
7a. Attends departmental faculty meetings							
7b. Cooperatively participates in departmental faculty meetings							
<b>University Citizenship Summary</b>							
<b>Overall Summary</b>							
		O	E	M	N	P	
Check one							