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**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

