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

A. Instruction

<table>
<thead>
<tr>
<th>Department Level Evaluation</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Preparation of course materials (syllabus, examinations, lab manual, selection of textbook, etc.)</td>
<td>5 4 3 2 1 NA</td>
</tr>
<tr>
<td>1.2 Demonstrates knowledge of discipline</td>
<td>5 4 3 2 1 NA</td>
</tr>
<tr>
<td>1.3 Use of teaching aids and technology in the classroom (A-V aids, video, DVD, computers, web)</td>
<td>5 4 3 2 1 NA</td>
</tr>
<tr>
<td>1.4 Communication skills (oral and written)</td>
<td>5 4 3 2 1 NA</td>
</tr>
<tr>
<td>1.5 Fieldtrips and other organized events for students</td>
<td>5 4 3 2 1 NA</td>
</tr>
<tr>
<td>1.6 Grading procedures are explicit and reasonable</td>
<td>5 4 3 2 1 NA</td>
</tr>
<tr>
<td>1.7 Responsiveness to the needs of students</td>
<td>5 4 3 2 1 NA</td>
</tr>
<tr>
<td>1.8 Meets classes promptly and regularly</td>
<td>5 4 3 2 1 NA</td>
</tr>
<tr>
<td>1.9 Helping students outside the classroom (office hours, email, discussion groups, tutorials, general accessibility)</td>
<td>5 4 3 2 1 NA</td>
</tr>
<tr>
<td>1.10 Curriculum and program development</td>
<td>5 4 3 2 1 NA</td>
</tr>
</tbody>
</table>
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.)
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)

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

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