

NAME _____ DEPARTMENT _____

General Comments and Directions

1. This document was developed by the Faculty Federation and the Provost's office. The material will be used for personnel evaluation. The contract is the final arbiter of all questions. All quotations are referenced to the current contract.
2. According to the Agreement between the Board of Trustees and the Faculty Federation, faculty are evaluated in Teaching Effectiveness and Advising, Scholarship and Professional Activities, and either University Service or Public Service or both.
3. Subcategories are not necessarily in the order of importance. Selected examples are given for some categories. "Each department/school shall develop written evaluation standards for tenure and for each level of promotion, taking into account the mission of the University, and specifying the types of items that will be considered within each of the categories of evaluation. While certain aspects of a single project may be considered under different categories, no single item or activity may be evaluated in more than one category. Each department's written standards must be approved by a majority of the department's tenured faculty, the Department Chairperson, the College or School Dean, and the Provost. The department and the administrators identified in the preceding sentence will review department standards every six years. Existing standards remain in effect until revised standards have been approved." (Page 61) If approved, please attach a copy of your Department's statement.
4. Please return the completed form to your department chairperson by May 20.

A. Teaching Effectiveness and Advising

"Teaching effectiveness as assessed by the FEC will be based on analysis of the results of student course ratings, course syllabi, examinations, class assignments, teaching methods, peer visitations, etc. The quantity and quality of academic advising of students majoring in the department, graduate student research advising, undergraduate student research advising, and advising of students enrolled in the faculty member's own classes shall be considered in this category." (Page 61)

1. Classroom activities. (For a definition of "contract units", please refer to pages 85-86.)

Course Number	Enrollment	Contract Unit	Course Number	Enrollment	Contract Units

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2. Assigned non-classroom Activities. (List number of contract units from which you were released.) Specify the number and type of students supervised (honors, senior or graduate projects, research assistance, Master theses, Ph.D. dissertations, etc.) associated with the release time.

3. Course improvements and innovations undertaken.
4. Research and development of new courses, new preparations, or curriculum development.
5. Other activities related to teaching effectiveness.
6. Evidence relating to teaching effectiveness. An example would be peer review.
7. Advising activities. Examples would include classroom students, senior or master project or thesis, doctoral dissertation, and academic advisement of departmental majors.

B. Scholarship and Professional Activities

"Scholarship may include research, professional presentation and publication, creative activities in one's field, peer review, and scholarly consultation. Professional activities may include office in professional organizations, service to one's profession, and professional development efforts." (Page 61)

1. Publication. Examples include publications, musical compositions, artistic works, engineering designs, software construction, reports, seminars, and work presented. Please provide citation.
2. Ongoing creative work, scholarly or research projects in progress. Examples include funded and unfunded research, grants and contracts. Please explain work and expected date of completion.
3. Professional activities. Examples include office held in a professional society and member of a committee/task force for a professional organization. Please list the name of the organization and activity performed.
4. Awards and honors. Examples include scholarly or professional recognition by agencies or professional societies, critical or peer reviews, stipends or grants other than research grants, and listing in public and private collections. Please list the name of the organization and activity recognized.
5. Professional activities in support of research and publication. Examples include editor or referee of scholarly journals, manuscript review, music adjudication or editing, and judging competitions.

6. Scholarly consultation activities. Please note agency for whom the consultation was performed and the scholarly or creative product of the activity.
7. Professional development. Examples include further course work in the discipline, attendance at professional meetings, and proposals submitted for external funding.

C. University Service

"University service includes service to the department, school, college, university, university system, participation in structured programs such as freshman advising, transfer student advising, advising centers, interdisciplinary and multi-disciplinary program advising, and advising student organizations and clubs." (Page 61)

1. Service to the department. Examples include department chairperson; recruitment, curriculum, and other committee participation; liaison with other departments, agencies, and organizations; program direction or coordination; student admission, registration, and orientation; interdisciplinary and multidisciplinary programs.
2. Service to the college or school. Examples include committee participation, service on the Academic Council, program direction or coordination, and participation in other college activities.
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3. Service to the university. Examples include service on university-wide task forces or committees, service to the Faculty Federation or to the Faculty Senate, program direction or coordination, and advising activities for the academic advising center.
4. Other academic service. Examples include student club advisement and other miscellaneous items. Please submit a description of the kind, amount and dates of service.

D. Public Service

"Public service includes participation in community affairs and consultation associated with one's area of professional competence." (Page 62)

1. Participation in community affairs. Examples include leadership activities such as board member, officer, or committee chairperson; membership in public cultural, intellectual and charitable organizations; collaborative work with K-12 school systems. Please provide the name of the agency and work performed.

2. Consultation associated with one's area of professional competence. Examples include contract or volunteer work for public institutions or groups. Please provide the name of the agency and the work performed.

1.

E. Academic Leadership/Administration (*Department Chairperson only*) "The Department Faculty Evaluation Committee shall prepare an annual evaluation of the Department Chairperson that will be forwarded to the College Dean. In addition to the categories contained in Article VII(A), such evaluation of the Department Chairperson shall include a separate evaluation category of "Academic Leadership/Administration." (Page 65)

1. Core Activities. The following core activities will be considered when assessing a Department Chairperson in this category:
 - Developing a proposed schedule of course offerings each academic year that ensures student completion of academic program requirements in a timely manner, while also maximizing faculty expertise, development, and load distribution;
 - Timely reviewing faculty members at all mandatory personnel actions;
 - Representing the department at college and university functions or arranging for a substitute in unusual circumstances;
 - Advocating for the department needs at the college and university level;
 - Keeping faculty apprised of issues of concern at the department, college, and university level.
2. Specific Activities (see attached statement of activities jointly agreed to by Chairperson and Dean).