

# College of Arts and Sciences: Non-Tenure-Track Academic Staff Evaluation Form

**PLEASE TYPE**

Department: \_\_\_\_\_ Date of review: \_\_\_\_\_

Person Evaluated: \_\_\_\_\_ Academic rank/Title: \_\_\_\_\_

Period covered by the review (Check as appropriate)

- Academic Year
- Fall only
- Spring only
- Other (specify) \_\_\_\_\_

**1. Expectations [from Position Description(s) - Indicate as appropriate]:**

\_\_\_ %Teaching, \_\_\_ %Research, \_\_\_ %Service, \_\_\_ %Administration, \_\_\_ %Other

**2. Evaluation:**

Use the following five categories to describe the academic staff member's performance relative to the expectations on his or her Position Description Form(s).

Significantly Exceeds Expectations: Academic staff member merits special recognition for unequivocally superior performance (e.g., worthy of professional award nominations or is clearly outstanding in his or her field). A narrative commentary containing **strong** supporting evidence is required.

Exceeds Expectations: Designation used to indicate that certain aspects of the academic staff member's performance exceed the norm. A narrative commentary containing supporting evidence is required.

Meets Expectations: Designation used to describe the majority of cases that are considered. No comments required.

Falls Short of Expectations: Designation used to indicate that certain aspects of the academic staff member's performance could be improved. A narrative commentary addressing **specific areas** that need improvement is required.

Falls Significantly Short of Expectations: Designation used in rare cases where individuals are mismatched with their jobs, are not meeting professional obligations, or are simply incompetent. A narrative commentary addressing the specific problem area(s) is required.

<p><b>Teaching:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Significantly Exceeds Expectations</li> <li><input type="checkbox"/> Exceeds Expectations</li> <li><input type="checkbox"/> Meets Expectations</li> <li><input type="checkbox"/> Falls Short of Expectations</li> <li><input type="checkbox"/> Falls Significantly Short of Expectations</li> </ul> <p><u>Comments required as indicated above - fill in or attach:</u></p>	<p><b>Administration (Specify, if applicable):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Significantly Exceeds Expectations</li> <li><input type="checkbox"/> Exceeds Expectations</li> <li><input type="checkbox"/> Meets Expectations</li> <li><input type="checkbox"/> Falls Short of Expectations</li> <li><input type="checkbox"/> Falls Significantly Short of Expectations</li> </ul> <p><u>Comments required as indicated above - fill in or attach:</u></p>
<p><b>Research (If applicable):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Significantly Exceeds Expectations</li> <li><input type="checkbox"/> Exceeds Expectations</li> <li><input type="checkbox"/> Meets Expectations</li> <li><input type="checkbox"/> Falls Short of Expectations</li> <li><input type="checkbox"/> Falls Significantly Short of Expectations</li> </ul> <p><u>Comments required as indicated above - fill in or attach:</u></p>	<p><b>Other (Specify, if applicable):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Significantly Exceeds Expectations</li> <li><input type="checkbox"/> Exceeds Expectations</li> <li><input type="checkbox"/> Meets Expectations</li> <li><input type="checkbox"/> Falls Short of Expectations</li> <li><input type="checkbox"/> Falls Significantly Short of Expectations</li> </ul> <p><u>Comments required as indicated above - fill in or attach:</u></p>
<p><b>Service (If applicable):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Significantly Exceeds Expectations</li> <li><input type="checkbox"/> Exceeds Expectations</li> <li><input type="checkbox"/> Meets Expectations</li> <li><input type="checkbox"/> Falls Short of Expectations</li> <li><input type="checkbox"/> Falls Significantly Short of Expectations</li> </ul> <p><u>Comments required as indicated above - fill in or attach:</u></p>	<p><b>Department Evaluation Committee Members (if applicable)</b></p> <hr/> <hr/> <hr/> <hr/> <p>Committee Chair (if applicable):</p>

**3. Supporting evidence of accomplishment in teaching used by the department to make this evaluation:**

Note: In keeping with University policy, the College requires that a minimum of three different sources of data be used in the evaluation of teaching, with one of those sources being students. Please retain these materials in the department. Do not forward to the College office.

\_\_\_\_\_ Documentation of student evaluation of teaching ***in summary form***

At least two other sources of evidence (Check all that apply).

- \_\_\_\_\_ Candidate's narrative/self-evaluation of teaching
- \_\_\_\_\_ Formal observation of teaching
- \_\_\_\_\_ Review of course materials
- \_\_\_\_\_ Review of student products
- \_\_\_\_\_ Other (please specify) \_\_\_\_\_

**4. Department Chair's Evaluative Narrative (Optional) – fill in or attach:**

Was this evaluation made in accordance with a set of written departmental evaluation procedures on file in the College office and communicated to the academic staff member? \_\_\_\_\_ Yes \_\_\_\_\_ No

Department  
Chair

\_\_\_\_\_  
Signature  
Date

I have seen discussed this evaluation with the appropriate departmental representative. \_\_\_\_\_ Yes \_\_\_\_\_ No

Academic Staff  
Member

\_\_\_\_\_  
Signature  
Date