

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

PLEASE TYPE

Department: _____ Date of review: _____

Person Evaluated: _____ Academic rank/Title: _____

Period covered by the review (Include the year)

- _____ Academic Year
- _____ Fall only
- _____ Spring only
- _____ Other (specify) _____

1. Expectations (from Position Description)

_____ %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/her Position Description Form.

Significantly Exceeds Expectations: Designation used in extremely rare cases where the academic staff member merits special recognition for unequivocally superior performance (i.e., worthy of national, international, or professional award nominations). **Strong** supporting evidence showing external validation must be presented in the narrative.

Exceeds Expectations: Designation used to indicate that certain aspects of the academic staff member's performance substantially exceed that described in his/her position description. Supporting evidence must be presented in the narrative.

Meets Expectations: Designation used when the academic staff member's performance is at least that described in his/her position description.

Falls Short of Expectations: Designation used to indicate that certain aspects of the academic staff member's performance require improvement. The narrative must address **specific areas** that need improvement.

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. **Strong** supporting evidence must be presented in the narrative.

<p>Teaching:</p> <ul style="list-style-type: none"> _____ Significantly Exceeds Expectations _____ Exceeds Expectations _____ Meets Expectations _____ Falls Short of Expectations _____ Falls Significantly Short of Expectations <p><u>Comments required as indicated above - fill in or attach:</u></p>	<p>Administration (Specify, if applicable):</p> <ul style="list-style-type: none"> _____ Significantly Exceeds Expectations _____ Exceeds Expectations _____ Meets Expectations _____ Falls Short of Expectations _____ Falls Significantly Short of Expectations <p><u>Comments required as indicated above - fill in or attach:</u></p>
<p>Research (If applicable):</p> <ul style="list-style-type: none"> _____ Significantly Exceeds Expectations _____ Exceeds Expectations _____ Meets Expectations _____ Falls Short of Expectations _____ Falls Significantly Short of Expectations <p><u>Comments required as indicated above - fill in or attach:</u></p>	<p>Other (Specify, if applicable):</p> <ul style="list-style-type: none"> _____ Significantly Exceeds Expectations _____ Exceeds Expectations _____ Meets Expectations _____ Falls Short of Expectations _____ Falls Significantly Short of Expectations <p><u>Comments required as indicated above - fill in or attach:</u></p>
<p>Service (If applicable):</p> <ul style="list-style-type: none"> _____ Significantly Exceeds Expectations _____ Exceeds Expectations _____ Meets Expectations _____ Falls Short of Expectations _____ Falls Significantly Short of Expectations <p><u>Comments required as indicated above - fill in or attach:</u></p>	<p>List Department Evaluation Committee Members (if applic)</p> <hr/> <hr/> <hr/> <hr/> <p>Committee Chair comments (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 for all courses (*in summary form, SELFI summary or equivalent. If using SELFI include Comparative Scores by Factor section*)

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

5. Dean's Comments:

Dean _____
Signature Date