

April 24, 2008

MEMORANDUM

TO: Dean Maryjo Cochran
Dean Don Hines
Dean Bill Richardson
Dean Edith Smith
Dean Henry Stewart
Dean Lance Tatum

FROM: Ed D. Roach



SUBJECT: Pilot Template for Annual Faculty Evaluation Plan

Attached is the Pilot Template for the Annual Faculty Evaluation Plan that will be used for the current evaluation cycle. Please note the revised dates for submission of the faculty Year-End Self Evaluation (May 9th), the Annual Supervisor's Review (May 30th), as well as the Professional Development Plan (August 29th). Also note that the Template contains revised forms for the evaluation process.

This pilot Annual Evaluation Plan will be used for one-year, beginning May, 2008, through the next academic year.

Please distribute to the appropriate individuals in your college for immediate implementation.

Thank you.

Attachment: Pilot Template: Annual Faculty Evaluation Plan



ANNUAL FACULTY EVALUATION PLAN

This evaluation plan is developmental in that it emphasizes documenting progress toward attaining goals. It is tied directly to the *Troy University Faculty Handbook* in all of its elements and to the development of a portfolio that will serve as a basis for promotion and tenure applications. It is designed to allow the Department Chair/Supervisor to guide faculty members through the promotion and tenure process in an advocacy and mentoring role.

This plan is not intended to be an exhaustive or exclusive program for portfolio development. It is a framework which may also include peer evaluations, student evaluations, and other types of data. Faculty seeking promotion or tenure should discuss with their Department Chair/Supervisor other college-specific materials that should be included in a tenure or promotion packet. The annual cycle is defined as summer, fall, and spring terms; i.e., one complete academic year.

1. **PROFESSIONAL DEVELOPMENT PLAN:** Submitted to Department Chair/Supervisor annually by all faculty members by **August 29**. [Form 1]
2. **YEAR-END SELF EVALUATION:** Submitted to Department Chair/Supervisor annually by all faculty members by **May 9**. [Form 2]
3. **SUPERVISOR'S REVIEW:** Submitted to the Associate Dean then to the Dean by **May 30**. [Forms 3 & 4]
 - Department Chair/Supervisor completes these forms according to the following guidelines:
 - Unranked faculty, non-tenured faculty, and tenured faculty below the rank of Professor will be evaluated each year.
 - Tenured faculty holding the rank of Professor will be evaluated every third year, reflecting performance and activities occurring during the period evaluated.
4. Copies of annual faculty evaluations will be filed as required in the Faculty Handbook.
5. Copies will be available to the College Review Committee, the University Review Committee, and other University committees as appropriate.

PROFESSIONAL DEVELOPMENT PLAN
ACADEMIC YEAR _____

Name _____ Location _____

Highest Degree _____ Primary Teaching Field _____

Current Academic Rank _____ Date of appointment to current rank _____

Will you be eligible to apply for promotion at the end of this academic year? _____

(Year in which you are eligible to apply for promotion) _____

Date of initial employment at TROY Month: _____ Year: _____

Current Tenure Status: (Check one) Non-Tenured Tenured

Will you be eligible to apply for tenure at the end of this academic year? Yes No

(Academic Year in which you will be eligible for tenure): _____

Instructions: Using the applicable portions of the *Troy University Faculty Handbook*, together with the relevant items from the *Supervisor's Annual Performance Review*, describe your goals and priority of efforts in each of the following areas for the upcoming Academic Year _____.

Goals and Priority: For each area below, list readily assessable goals and their relative priority, from "1"-highest priority, through "2"-moderate priority, to "3"-lowest priority. Use additional pages as necessary.

Part A. TEACHING (*Faculty Handbook 3.4.2*)

Priority
____ 1
____ 2
____ 3

Goals

(continue goal list as necessary)

Part B. RESEARCH & CREATIVE WORK (*Faculty Handbook 3.4.5*)

Priority
____ 1
____ 2
____ 3

Goals

(continue goal list as necessary)

Part C. SERVICE (*Faculty Handbook 3.4.4*)

Priority
____ 1
____ 2
____ 3

Goals

(continue goal list as necessary)

Part D. OTHER PLANS RELATED TO PROFESSIONAL COMPETENCE AND ACTIVITIES (*Faculty Handbook 3.4.6*)

Priority
____ 1
____ 2
____ 3

Goal

(continue goal list as necessary)

Faculty Member's Signature _____ Date _____

Supervisor's Review: I certify that I have reviewed this Professional Development Plan.

Supervisor's Signature _____ Date _____

YEAR-END SELF-EVALUATION FOR THE ACADEMIC YEAR _____

NAME _____ **LOCATION** _____

Instructions: Summarize the completion of goals established in each area below:

I. CURRENT VITA: Attach Updated Vita.

II. EVALUATION OF GOALS AND ACTIVITIES LISTED IN PROFESSIONAL DEVELOPMENT PLAN

A. TEACHING

B. RESEARCH & CREATIVE WORK

C. SERVICE

D. OTHER

E. ADDITIONAL ACTIVITIES COMPLETED (Not Included on Professional Development Plan; add additional pages as necessary)

Faculty Member Remarks:

Faculty Member's Signature _____ **Date** _____

I certify that I have reviewed this Year-End Self-Evaluation.

Supervisor's Signature _____

Date: _____

Supervisor Remarks:

SUPERVISOR'S REVIEW OF FACULTY PERFORMANCE

TEACHING

Section 1: Student Evaluations

Instructions: In this section, 3.4.2 Student Evaluation, insert the average of all courses evaluated for the year using the Instructor and Course Assessment scores for item 1-11.

- 1. Faculty presented information in an organized way that promoted learning. _____
- 2. Faculty presented new information not covered in the textbook _____
- 3. Faculty connected topics of the course to other areas of knowledge and interest. _____
- 4. Faculty increased my interest in the subject matter _____
- 5. Faculty integrated different ways presenting course information _____
- 6. Faculty was interested in student achievement _____
- 7. Faculty was responsive to student needs and requests. _____
- 8. Faculty encouraged students to use technology in learning. _____
- 9. Faculty evaluated assignments and exams in a timely manner. _____
- 10. Faculty member adhered to a stated policy on grading _____
- 11. Overall, faculty member was an effective teacher. _____

Section 2: Supervisor's Evaluation

Instructions: Using all documented information available to you, rate the faculty member being evaluated on a scale using the scale below: (This includes classroom observations and evaluations of supervisors.)

NA Not Applicable
 1 - Not Achieved Expectations
 2 - Met Expectations
 3 - Significantly Exceeded Expectations

- 1. demonstrates command of subject NA 1 2 3
- 2. organizes subject matter clearly NA 1 2 3
- 3. maintains knowledge of current developments in teaching discipline NA 1 2 3
- 4. relates subject matter to other areas NA 1 2 3
- 5. motivates students and broadens students interest in the subject NA 1 2 3
- 6. uses effective teaching methods and strategies NA 1 2 3

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7.	<i>available for and effective in academic and career advising</i>	NA	1	2	3
8.	<i>effective in directing students in clinical, internship, or thesis work</i>	NA	1	2	3
9.	<i>demonstrates integrity and objectivity in teaching</i>	NA	1	2	3
10.	<i>uses class time efficiently</i>	NA	1	2	3
11.	<i>creative and innovative in designing and presenting instruction</i>	NA	1	2	3
12.	<i>demonstrates adherence to established policies and procedures of the University</i>	NA	1	2	3
13.	<i>works effectively with other faculty members</i>	NA	1	2	3
14.	<i>prepares properly and adheres to course syllabi</i>	NA	1	2	3
15.	<i>effectively utilizes available technology</i>	NA	1	2	3

RESEARCH & CREATIVE WORK

Instructions: The supervisor will review the faculty member's activities and provide an explanation for appropriate items listed below. Any exceptions will be recommended by the Supervisor and approved by the Associate Dean and the Dean. Supporting evidence will be included to document the accomplishment of goals.

Section 1: Scholarship

1. Publications (refereed).
2. Artistic works/performance (recognized quality).
3. External research grants & projects obtained.
4. Inventions & Patents.
5. Publications (non-refereed).
6. Paper (refereed) presentation before learned societies.
7. Other.

Section 2: Professional Competence

1. Receipt of awards, fellowships, internal grants, etc.
2. Advanced degree, post-doctoral education, certifications, clinical practice, etc.
3. Appointment or election in a scholarly or professional organization at the state, regional, or national level.
4. Participation in conferences or professional organizations.
5. Creation of educational materials.
6. Review of scholarly work.
7. Poster sessions/presentations (non-refereed papers).
8. Submitted research grant (external to university).
9. Papers submitted and awaiting publication.
10. Participation in special programs.
11. Other.

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SERVICE

Instructions: The supervisor will review the faculty member's activities and provide an explanation for appropriate items listed below. Any exceptions will be recommended by the Supervisor and approved by the Associate Dean and the Dean. Supporting evidence will be included to document the accomplishment of goals.

Section 1: Service to the University

1. Service on and participation in University-wide standing or ad-hoc committees and councils:
 - a. Chairperson
 - b. Member
2. Service to and participation in the business of the regular faculty.
3. Service as a sponsor of or advisor to student groups and student organizations.
4. Fulfillment of special assignments (e.g., administrative assignments, recruitment, research for the University accreditation studies).
5. Service in support of student recruitment.
6. Directing or managing an administrative unit; managing programs or projects.
7. Other.

Section 2: Service to the College/School/Department

1. Service to and participation in the business of college/school standing or ad hoc committees and councils:
 - a. Chairperson
 - b. Member
2. Service to and participation in the business of the faculty.
3. Service as a faculty advisor for students.
4. Service as a supervisor or sponsor for student interns.
5. Attendance or participation in college/school or campus functions and activities.
6. Involvement in development & evaluation of Student Learning Outcomes.
7. Other.

Section 3: Service to the Community

1. Service in the individual's professional area as a consultant or in a research capacity to public or private agencies.
2. Service as a resource person.
3. Speeches and lectures to community groups.
4. Active participation in community activities which enhance the image of the University.
5. Service provided to promote continuing education and professional development within the community.
6. Civic organizations:
 - a. Officer
 - b. Member
7. Other.

Documentation for the areas of Teaching, Research and Creative Work, and Service:

- Letters of recognition, appreciation, confirmation, or appointment.
- Copies of awards, grants, or fellowships.
- Copies of in-house publications, books, inventions, copyrights, patents, paper presentations, conference, workshop, or seminar sessions.
- Supervisor evaluations.
- Peer reviews.
- Student evaluations of instruction.
- Non-disciplinary research or publications.
- Special recognitions.

Other:

SUMMARY EVALUATION for the period _____

Faculty Member Name: _____ Current Rank: _____

Full-time _____ Part-Time _____

Tenure Status: _____ Tenured _____ Tenure Track _____ Non-Tenure Track

TEACHING

In comparison with peers in similar teaching situations, and as documented above, this faculty member has during this evaluation period:

- _____ Not Applicable
- _____ Not Achieved Expectations *
- _____ Met Expectations
- _____ Significantly Exceeded Expectations*

RESEARCH

In comparison with peers in similar workload and assignments, and as documented above, this faculty member has during this evaluation period:

- _____ Not Applicable
- _____ Not Achieved Expectations *
- _____ Met Expectations
- _____ Significantly Exceeded Expectations*

SERVICE

In comparison with peers in similar workload and assignments, and as documented above, this faculty member has during this evaluation period:

- _____ Not Applicable
- _____ Not Achieved Expectations*
- _____ Met Expectations
- _____ Significantly Exceeded Expectations*

OTHER

In comparison with peers in similar workload and assignments, and as documented above, this faculty member has during this evaluation period:

- _____ Not Applicable
- _____ Not Achieved Expectations *
- _____ Met Expectations
- _____ Significantly Exceeded Expectations*

*Requires attaching explicit documentation supporting these assessments

OVERALL ASSESSMENT OF PROGRESS TOWARD TENURE OR PROMOTION

_____ Not Applicable

In comparison with peers in similar workload and assignments, this faculty member has during this evaluation period:

- _____ Demonstrated Appropriate Progress Toward Tenure/Promotion
- _____ Not Demonstrated Appropriate Progress Toward Tenure/Promotion
- _____ Is Fully Qualified For (circle appropriate) Tenure / Promotion At This Time

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SUMMARY EVALUATIVE NARRATIVE (Use Additional Page If Necessary)

SUPERVISOR'S NAME: _____ **SIGNATURE:** _____

POSITION: _____ **PRIMARY TEACHING LOCATION:** _____

FACULTY MEMBER'S SIGNATURE: _____

(ACKNOWLEDGING THAT THE EVALUATION HAS BEEN DISCUSSED ON : _____)
DATE