

APPENDIX A

FACULTY PERFORMANCE EVALUATION FORMS

FACULTY ANNUAL ACTIVITIES REPORT

For the period _____

Name: _____ Date: _____

Department: _____ Signature: _____

Please complete this form (instructions at §5.5) and submit two copies to your chair by the announced deadline, enclosing two copies of your current *curriculum vitae*. (One copy of each will be forwarded to the Dean for your personnel file.)

Teaching (see §§5.5.1.1–3)

1. List all courses taught and enrollments (class size after drop-add period). Note any special features of the course (see §§5.5.1.1–2).
2. List all other regularly scheduled instructional commitments such as office hours, direction of independent study, internships, honors projects, and formal undergraduate research projects (see §5.5.1.2).
3. Comment on the effectiveness of your teaching performance this year as evidenced by enrichment of the curriculum, project proposals for enrichment of the curriculum, and classroom performance and innovation (see §5.5.1.3).

Scholarly, Creative, and Professional Activity (see §§5.5.2.1–3)

1. List the year's activities and accomplishments such as scholarly publications, exhibitions, performances, presentations, teaching development, active professional affiliation, and organizational responsibilities.
2. Annotate the list with comments about the nature and quality of each activity.

Service (see §§5.5.3.1–4)

1. List the year's activities and accomplishments in the College, in the department, in the University, and in the community.
2. Annotate the list with comments about the nature and quality of your involvement, noting positions of responsibility, atypical workload, etc.

Optional Summary Statement: If not adequately covered by annotations above, include with this report a general commentary on the year's activities.

CURRICULUM VITAE

Each faculty member should maintain a current, accurate *curriculum vitae* (CV) in the College personnel file (§3.11); annually, an updated CV is attached to one's FAAR. Although CV formats differ appreciably, depending on an individual's professional field, emphases, and directions, the following sections and general guidelines usually are standard.

General Guidelines

Appearance An inflated or overly long CV frequently has an opposite effect to that intended by the submitter; although the College specifies no optimal length, the submitter needs to consider clarity, readability, audience, and focus in his or her CV.

Date An appreciated clerical courtesy, both to the College for internal evaluation and to external evaluators, is to note at the end of the document the date on which the CV was generated.

Personal information Under this customary initial heading, faculty should be advised that they are under no obligation to supply marital, age, ethnic, or other potentially discriminatory personal information. A faculty member, however, is advised to supply full communication information: current address, telephone number, FAX number, and e-mail address, if the latter two media are applicable. Any changes in communication information need to be updated at the earliest opportunity with the Dean's Office.

Reverse chronological order In any category of achievement, credentials or documentation should be listed in chronologically descending order from the most recent to the most removed.

Complete information When listing a professional publication or professional activity, include, e.g., title of article, title of journal, issue and volume number, date, and page numbers. Various categories of professional activity need to be separated and defined within the individual faculty member's CV and documented accordingly as to content, time, and place.

Categories of information These vary by discipline; however, the following sections may serve as a guide:

- Professional Experience (*from current to most removed; usually listed by year(s), academic rank, and institution*);
- Education (*terminal degree or most recent program first; usually listed by year(s), degree, field, and granting institution*);
- Honors, Grants, and Awards (*from most recent to most removed*);
- Publications (*with reviews, editions, or collaborative work so indicated*);
- Work in Progress;
- Professional Papers (*title of paper, identification of conference or audience, place, date*);
- Professional Memberships (*with offices held and dates, if appropriate*);
- Subjects Taught;
- Committee and Community Service; *and*
- References (*usually "available on request"*).

DEPARTMENT CHAIR EVALUATION COMMENTARY

The assumption is that forms will be completed anonymously, but faculty members may sign the forms if they wish to do so. Results will be available to chairs.

Department: _____ Chair: _____ Date: _____

Teaching, Professional Activity, and Service: Following the procedures of the approved peer-review plan for my department, and in the context of performance expectations for all members of my department, I assign the following ratings to my department chair in the areas of teaching, professional activity, and service. Use [0] unsatisfactory - failure to meet minimum performance expectations, [1] faculty performance that meets expectations, [2] effective – the average performance expected of UMW faculty and always interpreted in a favorable light, [3] exceptional or outstanding performance – well above the effective level of expectations:

Teaching **Rating** _____

Commentary:

Professional Activity **Rating** _____

Commentary:

Service **Rating** _____

Commentary:

Administration: For each of the seven areas of department chair responsibility indicated below, as well as for overall performance, indicate your assessment of the quality of your chair's performance over the course of the recently completed academic year. Use [0] performance quality generally *ineffective*, [1] performance quality generally *effective*, [2] performance quality often *better than effective*, [3] performance quality *exceptional*. Please use the back of the form for explanatory comments, especially when assigning ratings of [0] or [3]. If you consider yourself inadequately informed to assign a rating in a given area, use *N.A.* in the blank.

Budget-related Matters

Rating _____

This performance area includes such items as:

- involves the department in setting budget and equipment priorities
- makes fair and appropriate use of the department's appropriated budget
- attends to budget-related administrative detail (requisitions, receiving reports, travel authorizations, credit card usage, inventories, etc.)
- keeps the department appropriately informed about budget-related matters

Curriculum-related Matters

Rating _____

This performance area includes such items as:

- leads department in undertaking curriculum initiatives (examining requirements for the major and departmental contributions to general education offerings, establishing new courses, revising existing courses, incorporating technology, etc.)
- disseminates necessary information (catalog copy, prerequisite lists, requests for information, etc.) about departmental programs
- supervises departmental outcomes assessment
- supports and encourages internships and undergraduate research
- supports and encourages departmental activities (lectures, student clubs/activities, etc.)

Personnel Matters

Rating _____

This performance area includes such items as:

- conducts and/or supervises tenure-track faculty searches
- orients, mentors, and supports tenure-track faculty prior to the tenure decision (including assistance in preparing and assembling tenure/promotion file and writing letter for the credentials file)
- encourages and supports pedagogical experimentation and innovation
- fosters good teaching practice and upholds the quality of teaching in the department
- administers annual faculty evaluation and merit pay procedures for full-time continuing faculty)
- hires, orients, supports, and evaluates temporary faculty (lecturers and senior lecturers)

Course Scheduling**Rating _____**

This performance area includes such items as:

- makes course scheduling decisions fairly in meeting the needs of the department's instructional program(s)
- negotiates effectively for classroom time and spaces
- interacts effectively with administrative offices (e.g., Registrar, Office of Academic Affairs) on the department's behalf
- attends to schedule-related administrative detail (staffing requests, final schedules, etc.)

Communication**Rating _____**

This performance area includes such items as:

- involves the department in decision making
- keeps the department informed about all necessary matters
- deals with conflicts between individuals
- is available and accessible
- listens to suggestions and/or concerns from persons in the department
- interacts in a professional manner
- explains decisions made, and accepts responsibility for actions taken
- is trustworthy

Student-related Items**Rating _____**

This performance area includes such items as:

- is available and accessible to students
- coordinates and/or supervises student advising (majors, career)
- works effectively with student aides and student representatives

General Department Administration**Rating _____**

This performance area includes such items as:

- delegates responsibility and authority to colleagues
- schedules, sets agendas for, and presides over departmental faculty meetings
- keeps necessary records on departmental activities
- organizes and leads periodic program reviews
- does work in a timely fashion
- responds to college and University calls for departmental participation
- ensures that the department's physical working environment is maintained, repaired, and renovated as necessary
- coordinates and/or supervises "outreach efforts" (such as student recruitment, public relations, alumni contacts, etc.)

OVERALL PERFORMANCE AS DEPARTMENT CHAIR**Rating _____**

ANNUAL PERFORMANCE REVIEW

Name _____ Date _____

Department _____ Chair _____

The following commentary is based on conversations with the faculty member, the Faculty Annual Activities Report, student course ratings, my own personal observations of faculty performance in my department, and other information I have obtained. I hereby attest that this commentary is honest and accurate to the best of my knowledge, and that all opinions and judgments can be substantiated and are either my own or are attributed to their sources.

Signature of Chair

I. Commentary on teaching

II. Commentary on professional activity

III. Commentary on service

IV. Summary statement

I acknowledge this evaluation, which my department chair has discussed with me prior to its submission to the dean (*Faculty Handbook* §6.2.1.3). I (do _____ / do not _____) intend to write a letter of exception (§6.2.3.1) regarding this evaluation to the dean for my file.

Faculty Member's Signature

Date

SPECIAL ASSIGNMENTS PERFORMANCE REVIEW

Name _____ Date _____

Department _____ Reviewer _____

Special Assignment _____

Complete this form to review the performance of a faculty member with a special assignment (e.g., Director of the Speaking Intensive Program). The review should explain the nature of the special assignment involved, which will justify the percentage weighting for the special assignment, negotiated with the dean or direct supervisor, in addition to the weightings for teaching, professional activity, and service as noted in §6.2.1. The person with immediate supervisory responsibility for the special assignment should speak specifically to the performance criteria detailed in the faculty member's original letter of appointment. The special assignments performance review should be attached to the faculty member's annual performance review.

I hereby attest that this commentary is honest and accurate to the best of my knowledge and that all opinions and judgments can be substantiated and are either my own or are attributed to their sources.

Signature of Reviewer

Commentary on the individual's performance with respect to the special assignment:

I acknowledge this evaluation, which my supervisor has discussed with me. I (do ____/do not ____) intend to write a letter of exception regarding this evaluation to the dean for my file.

Faculty Member's Signature

Date

ANNUAL PERFORMANCE WEIGHTING FORM

For the period: _____

Submit to the Department Chair by September 1

Name: _____

Department: _____

Faculty Rank (check one):	Professor		Senior Lecturer	
	Associate Professor		Lecturer	
	Assistant Professor			

FACULTY PERCENTAGES		CHAIR PERCENTAGES	
Teaching (40 – 70%) -- <i>35% is the minimum for faculty with special assignment</i>		Teaching (35 – 45%)	
Professional Activity (20 – 50%)		Professional Activity (20 – 35%)	
Service (10 – 35%)		Service (10 – 25%)	
<i>Special Assignment percentage (if any, between 10 – 30%)</i>		Chair Responsibilities (20 – 30%)	
Total (must equal 100%)		Total (must equal 100%)	

Signature _____ *date* _____

Please Note: The teaching, professional activity and service percentages an individual faculty member chooses for merit pay consideration may not reflect the criteria that are used in tenure and promotion deliberations. Individuals who will be applying for tenure and promotion in the future should keep this in mind as they select their percentages.

