**TENNESSEE STATE UNIVERSITY**

**College of Liberal Arts**

**FACULTY EVALUATION FORM**

**Department Head's Evaluation**

**Faculty Member: Date:**

**Department:**

**Department Head:**

**Evaluate the performance of the named faculty member by assigning a rating (between 0 and 100) to each of the following statements. Descriptions of the ratings are below:**

 **90-100 Excellent**

 **80-89 Above Average**

 **70-79 Average**

**60-69 Needs Improvement (Requires a written self-improvement report to the Head and the Dean within 30 days.)**

**0-59 Unacceptable**

***Instruction***

**1. Presents evidence of current curricula, content, and organization through continuously improved course syllabi, bibliography, selection of text, and related instructional materials.**

**2. Follows current University, school, and department guidelines and procedures relevant to effective academic instruction.**

* **submitting grades on time**
* **following exam schedules**
* **keeping office hours**
* **meeting classes as scheduled**
* **meeting report deadlines**
* **honors and recognition for teaching**
* **development of well-structured course outlines**
* **efficiency in meeting the University's**

 **expectations pertaining to record keeping**

* **attendance at faculty meetings**

**3. Provides correct student advisement relative to course selection, degree matriculation, support services, and career choice.**

**4. Exhibits appropriate interpersonal skills in dealing with colleagues, students, and administrators.**

**5. Exhibits proficiency in oral and written communication skills.**

**6. Demonstrates a continued interest in inquiry and teaching through professional self-development.**

* **attendance at professional meetings and workshops in academic discipline**
* **enrollment in courses and reads the latest journals and books**
* **holds membership in professional societies in academic discipline**

**7. Demonstrates involvement in improving student academic outcomes.**

0.0

**Average Rating for Instruction**

**Comments by Department Head:**

***Research/Scholarly Activity***

**Demonstrates research/scholarly development/creative activities (fine and performing arts).**

* **publishes books and monographs**
* **publishes in refereed journals**
* **publishes book reviews**
* **publishes in non-refereed journals**
* **writes grant proposals**
* **presents recitals, art shows, and professional demonstrations**
* **reads scholarly papers at professional meetings**
* **quality of written material and/or performance and creative activities**

0.0

**Average Rating for Research/Scholarly Activity**

**Comments by Department Head:**

***Service: University and Public***

**1. Demonstrates service to the University.**

* **participates effectively, in department, college, and University committees**
* **supports student activities and organizations**
* **attends University functions, programs, and graduation/convocation assemblies**

**2. Demonstrates service to the public and one's profession.**

* **holds office in a professional society/organization**
* **serves as consultant in research/teaching field**
* **participates in professional organizations, locally, regionally, or nationally pertaining to the field of study and research**
* **participates in the development of continuing education, community, and outreach activities sponsored by the Department, the College, or the University**

0.0

**Average Rating for Service**

**Comments by Department Head:**

**TENNESSEE STATE UNIVERSITY**

**College of Liberal Arts**

**FACULTY EVALUATION BY DEPARTMENT HEAD**

**SUMMARY SHEET**

**Name:**  **Academic Year:**

**Department:**

**Copies of this form for each year may be considered as primary documents in tenure, promotion, and other review processes.**

**===========================================================================================**

**This form summarizes the Department Head's overall rating of the performance of the faculty member and the distribution of effort. Recommended minimal percentages are 55% for instruction or librarianship, 15% for research, and 15% for service, with allowance for exceptions approved by the Head and reflected in the work assignment of the faculty member. The percentages for the three areas must total 100%. These are the descriptions of the ratings:**

**90-100 Excellent**

 **80-89 Above Average**

 **70-79 Average**

**60-69 Needs Improvement (Requires a written self-improvement report to the Head and the Dean within 30 days.)**

**00-59 Unacceptable**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area** | **%Effort** |  | **Rating** |  | **Performance Score** |
|  |  |  |  |  |  |
| **Instruction or Librarianship** | 70 | **X** | 0.0 | **=** | 0.0 |
|  |  |  |  |  |  |
| **Research** | 15 | **X** | 0.0 | **=** | 0.0 |
|  |  |  |  |  |  |
| **Service** | 15 | **X** | 0.0 | **=** | 0.0 |
|  |  |  |  |  |  |
| **SUM OF PERFORMANCE SCORES** |  |  |  |  | 0.0 |

**Comments and/or Recommendations for Next Evaluation Period Based Upon Collaboration Between Faculty Member and Department Head:**

**................................................................................................................................................................................................................**

**The following signatures verify that a conference has taken place between the Department Head and the Faculty Member:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Head's Signature Date Faculty's Signature**

**................................................................................................................................................................................................................**

**These signatures do not necessarily certify that the employee agrees with the final evaluation score or all evaluation items. However, if there is a disagreement, on the day of the conference, the Faculty member may record any comments below.**

 **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**