

**OFFICE OF ACADEMIC AFFAIRS**

**FACULTY EVALUATION FORM**

Faculty Member: \_\_\_\_\_  
Last First Middle

Rank and/or Position \_\_\_\_\_  
Title: \_\_\_\_\_

Tenure Status: \_\_\_\_\_ Tenured \_\_\_\_\_ Non-Tenured

College: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Faculty Member Load Assignment (Percent for each category)

Teaching \_\_\_\_\_ Research \_\_\_\_\_ Service \_\_\_\_\_ Other \_\_\_\_\_  
Other, explain: \_\_\_\_\_

Length of Time Teaching/Research in Discipline at AAMU: \_\_\_\_\_

Length of Time at University: \_\_\_\_\_

Dates Covered by this Evaluation: \_\_\_\_\_

Primary Evaluator and Position Title: \_\_\_\_\_

Instructions: This instrument is to be used for evaluation of faculty members. The rating scale :

- 5 - Exceptional: Performance which is consistently carried out in an exceptional manner.
- 4 - Excellent: Performance is frequently carried out in an extraordinary manner above what
- 3 - Good: Performance which is usually carried out well. This level of performance
- 2 - Acceptable: Performance in which the faculty member competently fulfills the general
- 1 - Needs Improvement: Performance fails to meet the "Acceptable" standard, with
- 0 - Not Acceptable: A "Not Acceptable" rating will be noted on the faculty member's
- X - Not applicable: Place an "X" in the N/A column.

1	Teaching Performance:	%	Rating (0-5)	N/A (X)
1.1	<b>Presentations</b>			
	A. Encourages independent thinking, problem solving, critical thinking			
	B. Accommodates various levels of development			
	C. Arouses enthusiasm			
	D. Explains concepts skillfully			
	E. Encourages class participation			
	F. Is prepared for the class			
	G. Is punctual for class			
	H. Use of technology in instruction			
	I. Communicates clearly			
	J. Attends class sessions			
1.2	<b>Assessment Measures</b>			
	A. Evaluates fairly with clear rubrics			
	B. Uses teaching/assessment instruments which are relevant to the goals and expected outcomes of course			
	C. Returns students' work promptly			
	D. Keeps students abreast of progress in class			
1.3	<b>Course Design</b>			
	A. Sets appropriate course objectives and outcomes			
	B. Uses effective teaching methods			
	C. Develops new courses			
	D. Requires students to conduct research			
	E. Covers appropriate subject matter			
	F. Requires students to complete reading/writing assignment			
1.4	<b>Course Management</b>			
	A. Syllabi are available to student on the first day of the course			
	B. Syllabus follows university format			
	C. Maintains proper records of students' performance			
	D. Ethical behavior in teaching			
1.5	<b>Availability to Students</b>			
	A. Maintains office hours			
	B. Efforts in placement			
	C. Effective academic consultation			
	D. Maintains an inviting and comfortable environment			
1.6	<b>Other</b>			
	A. Participates in structured learning that strengthens teaching skills			

TEACHING RATING = \_\_\_\_\_ = \_\_\_\_\_ = \_\_\_\_\_

Comments (required for "Exceptional" (5), "Needs Improvement"(1), and "Not Acceptable" (0) ratings):

2	Scholarly Activity and Research:	%	Rating	N/A
2.1	Scholarship and Research		(0 - 5)	(X)
	A. Presents lectures, workshops, seminars, creative works			
	B. Makes presentations at professional meetings			
	C. Has non-refereed publications or creative works			
	D. Has refereed publications or creative works			
	E. Has published books or book chapters			
2.2	Funded research/scholarly activity			
	A. Participates in proposal writing			
	B. Secures non-competitive grants			
	C. Secures competitive grants			
	D. Manages funded research in a timely manner			
	E. Manages research budgets effectively			
	F. Obtains significant results from activities			
	G. Submits reports timely			
2.3	Professional organization activity and Service			
	A. Serves on review committees for conference proceedings and presentations			
	B. Serves on review committees for competitive grants and proposals			
	C. Serves on review committees/panels of creative work for performances			
	D. Receives awards or honors from professional organizations for research/scholarly activities			
	E. Membership in professional societies			
	F. Serves on editorial board for scholarly journals			
	G. Chairs panels for session at professional meeting			
	H. Serves as responder for panel or session at professional meetings			
	I. Reviews scholarly work (Articles, Book reviews, etc.)			
	J. Other scholarly activity (Explain below)			
	K. Ethical behavior in research and scholarly activities			

TEACHING RATING = \_\_\_\_\_ = \_\_\_\_\_ = \_\_\_\_\_

Comments (required for "Exceptional" (5), "Needs Improvement"(1), and "Not Acceptable" (0) ratings):

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3 Service: %	Rating (0 - 5)	N/A (X)
<b>3.1 Student activities</b>		
A. Advises students toward their academic progress		
B. Sponsors or advises student organizations		
C. Acts as mentor or counselor to students		
D. Works with students outside of classes		
E. Serves on graduate supervisory committees		
<b>3.2 Department</b>		
A. Participates in activities and committees		
B. Acts as a leader in the departmental technology		
C. Complies with departmental requirements		
D. Effectively completes assigned services		
E. Acts as a leader in department activities		
<b>3.3 College/ University</b>		
A. Participates in activities and committees		
B. Effectively completes assignments		
C. Acts as a leader in school activities		
D. Participates in voluntary university activities		
E. Serves on university committees		
F. Complies with university regulations		
G. Acts as a leader in university activities		
<b>3.4 Community</b>		
A. Participates in professionally-related community activities		
B. Submits reports as agreed upon		
C. Conducts educational programs for non AAMU students		
<b>3.5 Other Professional Activities</b>		
A. Participates actively in local professional organizations		
B. Attends in state, regional or national professional organizations		
C. Participates actively in state, regional or national professional organizations		

TEACHING RATING = \_\_\_\_\_ = \_\_\_\_\_ - \_\_\_\_\_ = \_\_\_\_\_

Comments (required for "Exceptional" (5), "Needs Improvement"(1), and "Not Acceptable" (0) ratings):

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## PERFORMANCE ASSESSMENT

Instructions: Each faculty member will be rated in the three areas of teaching, scholarly activity and research, and service, according to a percentage related to load assignment as documented on the faculty activity/load forms each semester and averaged for the two or three semesters of assignment. Since service is expected of all faculty, at least 10% of the faculty member's performance score should be based on service. The remaining percentage should be allocated between scholarship and teaching, based on the faculty member's load assignment. Since scholarly activity is a requirement of all faculty, at least 10% must be based on scholarly activity and research. The total must add up to 100%.

For example, if a faculty member is assigned 1/2 time to research and 1/2 time to teaching, the percentage weighting could be: teaching 40%, scholarly activity 40%, and service 20%.

		% Weighting Related to Assignment Score				% Weighting x Score
		Column 1	Column 2			Col 1 x Col 2
	<b>Teaching</b>				(from end of Section 1)	
	<b>Scholarly Activity (at least 10%)</b>				(from end of Section 2)	
	<b>Service (at least 10%)</b>				(from end of Section 3)	
	<b>Total</b>			<b>Total</b>		

### Overall Performance Rating

<b>Exceptional</b>	<b>5.00</b>
<b>Excellent</b>	<b>4.00-4.99</b>
<b>Good</b>	<b>3.00-3.99</b>
<b>Acceptable</b>	<b>2.00-2.99</b>
<b>Needs Improvement</b>	<b>1.00-1.99</b>
<b>Not Acceptable</b>	<b>0.00-0.99</b>

Other Evaluations

- A. PEERS \_\_\_\_\_
- B. STUDENTS \_\_\_\_\_

Signature of  
Evaluator: \_\_\_\_\_

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

Conference and Comments:

Signature of

Faculty Member: \_\_\_\_\_

Date \_\_\_\_\_

Response:

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