**Annual Evaluation of Term Faculty**

**Note to reviewer: Please refer to the *Faculty Handbook* criteria for evaluation**

(http://www.csbsju.edu/academic-affairs/faculty-resources/faculty-handbook)

**Submit a copy of the completed and signed evaluation form to the Dean of Faculty by the last Friday in June.**

This is an evaluation to provide formative feedback by the *department* in the areas of teaching, advising, scholarship, service, and professional identity. This feedback is meant to support and guide the faculty towards continued professional development. The sections on teaching, advising, and professional identity must be completed; the sections on scholarship and service are recommended if a colleague is preparing to apply for a tenure-track position at CSB/SJU or other institutions.

There are three levels at which the colleague is evaluated. The definitions are highlighted below:

1. Immediate improvement needed: significant improvements must occur for employment to continue
2. Progressing: satisfactory performance in light of years of service, but steps should be taken to better meet student needs and achieve goals of faculty member, department and institution
3. Meeting expectations
4. Not applicable (N/A)

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|  **Department** |  |
| **Faculty member being evaluated** |  |
| **Department Chair** |  |
| **Year of service** |  |

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| **Teaching: See *Faculty Handbook* 2.5.1**I have reviewed the faculty member’s student course surveys from [ ] Fall [ ] SpringIn addition, which of the following were used to make this teaching evaluation?[ ] Direct observation by department chair [ ]  Review of syllabi and/or materials[ ] Reports of direct observations by other faculty [ ] Other: [ ] Faculty member’s responses to student course surveys |
| Given the year of service of this faculty member and based on the *Handbook* criteria, comment on the faculty member’s teaching:1. The colleague has a command of one’s field and its ongoing development as related to curricular needs
	1. Immediate improvement needed b. Progressing c. meeting expectations d. N/A
2. The colleague is able to identify course-appropriate student learning goals.
	1. Immediate improvement needed b. Progressing c. meeting expectations d. N/A
3. The colleague is appropriately incorporating the learning goals for the institution:
	1. Immediate improvement needed b. Progressing c. meeting expectations iv. N/A

for the department:1. Immediate improvement needed b. Progressing c. meeting expectations iv. N/A

for the common curriculum:1. Immediate improvement needed b. Progressing c. meeting expectations iv. N/A
2. The colleague is using student feedback to improve goals, pedagogies and materials
	1. Immediate improvement needed b. Progressing c. meeting expectations d. N/A
3. The colleague is able to help students relate one’s discipline to other areas of knowledge and to the liberal arts tradition.
	1. Immediate improvement needed b. Progressing c. meeting expectations d. N/A
4. The colleague effectively communicates with students.
	1. Immediate improvement needed b. Progressing c. meeting expectations d. N/A
5. The colleague is able to provoke and broaden student interest in subject matter.
	1. Immediate improvement needed b. Progressing c. meeting expectations d. N/A
6. The colleague has redesigned or developed new/existing courses appropriate to the Academic Commitments to the mission and goals of the college, university, department and common curriculum
	1. Immediate improvement needed b. Progressing c. meeting expectations d. N/A
7. The colleague has an ongoing pattern to improve teaching effectiveness.
	1. Immediate improvement needed b. Progressing c. meeting expectations d. N/A

Strengths in this colleagues teaching effectiveness (mention here exceptional achievements and contributions): Formative recommendations for teaching improvement: |

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| **NOTE to Chair: Complete this section if appropriate****Scholarship and Creative Work: See *Faculty Handbook* 2.5.2**Which of the following were used to make this scholarship and creative work evaluation? |
| [ ] publications subject to peer review[ ] slides, recordings, or portfolios of artistic works or performance[ ] other relevant publications[ ] presentations of scholarly and/or creative work at professional meetings[ ] on-campus presentations of scholarship and/or creative work[ ] evaluation by department chair or program director[ ] evaluative statements by professional peers[ ] award of grants, patents, prizes, or commendations[ ] other  |
| 1. Given the year of service of this faculty member and based on Faculty Handbook criteria, identify the status of the faculty member’s scholarship/creative work
	1. Immediate improvement needed b. Progressing c. meeting expectations
2. Scholarship/creative work that was peer-reviewed (this includes public presentations or writings) that occurred this academic year:

Strengths in this colleague’s scholarship (mention here exceptional achievements and contributions):Formative recommendations for improving scholarly practices: |

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| **NOTE to Chair: Complete this section if appropriate****Advising: See *Faculty Handbook* 2.5.3** |
| Which of the following were used to make this advising evaluation? |
| [ ] faculty member’s self-evaluation [ ] student feedback [ ] evaluation by colleagues1. [ ] directly observed the candidate's advising [ ] evaluations by alumnae and alumni [ ] other Given the year of service of this faculty member and supported by the Faculty Handbook criteria, this faculty member’s advising has/is
	1. Immediate improvement needed b. Progressing c. meeting expectations d. N/A
2. Is the faculty member required to have advisees at this time?
	1. Yes b. no
3. If yes, approximately how many advises is he/she assigned?
	1. #
4. If yes, does the faculty member provide an area of advising focus for the department?
	1. Yes b. no
5. Has the faculty member contributed to group advising events?
	1. Yes b. no c. N/A
6. Has the faculty member participated in workshops and training sessions designed to improve advising skills?
	1. Yes b. no c. N/A
7. Does the faculty member have an appropriate *advising strategy* when working with advisees? (i.e. explore life goals? Develop educational plans? Help with course selection? etc..)
	1. Yes b. no

Strengths of the faculty member’s advising (mention here exceptional achievements and contributions): Formative recommendations for the faculty member’s advising: |

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| **NOTE to Chair: Complete this section if appropriate****Service: See *Faculty Handbook* 2.5.4** |
| Given the year of service of this faculty member and supported by the Faculty Handbook criteria, the faculty member’s service as it relates to1. his/her department suggests:
	1. Immediate improvement needed b. Progression c. meeting expectations d. N/A
2. the institutions suggests
	1. Immediate improvement needed b. Progression c. meeting expectations d. N/A
3. the community has/is
	1. Immediate improvement needed b. Progression c. meeting expectations d. N/A
4. the faculty member’s academic or professional expertise suggests
	1. Immediate improvement needed b. Progression c. meeting expectations d. N/A

Strengths of the faculty member’s service (mention here exceptional achievements and contributions):Formative recommendations for the faculty member’s service:  |

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| **Professional Identity: See *Faculty Handbook* 2.5.5** |
|  Given the year of service of this faculty member and based on Handbook criteria, the faculty member’s professional identity as it relates to1. His/her personal qualities suggests:
	1. Immediate improvement needed b. Progressing c. meeting expectations d. N/A
2. His/her professional plan of development suggests:
	1. Immediate improvement needed b. Progressing c. meeting expectations d. N/A
3. His/her dedication to the mission suggests:
	1. Immediate improvement needed b. Progressing c. meeting expectations d. N/A

Strengths of this faculty member’s professional identity: Formative recommendations for the faculty member’s professional identity: |
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**Additional comments:**

**Department chair signature and date:**

I have read the above evaluation and I understand that I may respond to it in writing to the Dean of Faculty, within 30 days.

**Faculty signature and date:**

