ALBANY STATE UNIVERSITY

DEPARTMENTAL CHAIR’S ANNUAL EVALUATION OF FACULTY

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position and/or Rank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period of Evaluation: From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Goal:** Annual faculty evaluation is a dynamic process designed to improve individual scholarship, teaching and service.

**Purpose**

This instrument evaluates the level of faculty productivity in four categories: Teaching; Research/Scholarship; Service to Department, College, University and Community; and Professional Development.

# Objectives

The use of this instrument is designed to accomplish the following objectives:

1) To identify strengths and weaknesses in the performance and productivity of faculty.

1. To assist faculty members in identifying individual priorities that support the mission and

goals of the University.

1. To generate data and documentation for administrative decision making.

**Implementation**

The Department Chair is responsible for evaluating the performance of each faculty member in his/her department on an annual basis. Each of these performance evaluations is subsequently reviewed by the College Dean and the Vice-President for Academic Affairs. (Each College Dean is responsible for the performance evaluation of each department Chairperson in his/her role as a faculty member utilizing this same instrument.)

1. The faculty member completes in September the form establishing

goals and objectives.

2) The faculty member completes the self-evaluation report and submits it to

to the Department Chair prior to March 1 of each year.

3) The Chair reviews the faculty self-evaluation report along with the relevant

information, such as student evaluation reports, and writes the Chair’s

Evaluation of Faculty Performance. This information is sent to the faculty

member within two weeks following March 1. (approximately March 12 - 16)

4) The Chair discusses the context of the evaluation data with the faculty

member during a scheduled meeting in the Spring Semester as applicable.

5) Faculty Member is given an opportunity to respond in writing to the

evaluation.

6) The Chair provides the faculty member with a copy of signed evaluation.

**PART A**

**TEACHING PERFORMANCE**

**Maximum Value = 45%**

**Directions: Legend:**

**Faculty will be evaluated on 0 = Unsatisfactory**

**individual teaching performance 1 = Needs Improvement**

**according to the criteria listed. 2 = Fully Acceptable**

**Circle the number most applicable 3 = Commendable**

**to the instructor’s performance on 4 = Excellent**

**each item, then total for value.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MANAGEMENT** | **0** | **1** | **2** | **3** | **4** |
| 1. Distributed current course syllabus which contained a clear description, objectives, content, a variety of teaching/learning activities, evidence of critical thinking expectations, writing reinforcement and the course evaluation method. |  |  |  |  |  |
| 2. Distributed current course materials, tests and references. |  |  |  |  |  |
| 3. Verified class rosters and turned in grades on time. |  |  |  |  |  |
| 4. Prepared for full use of class periods and kept regular posted office hours. |  |  |  |  |  |
| 5. Cooperated with flexible class scheduling in concert with committee assignments, student diversity and curriculum change. |  |  |  |  |  |
| **TEACHING** | | | | | |
| 1. Taught courses at a challenging level in keeping with the objectives of the   course. |  |  |  |  |  |
| 1. Established open communication with students and other faculty in   coordinating and teaching course. |  |  |  |  |  |
| 1. Apprised students of current developments in the subject matter of the   course. |  |  |  |  |  |
| 1. Provided opportunities for students to improve communication skills, i.e. |  |  |  |  |  |
| 10. Employed innovative teaching techniques. |  |  |  |  |  |
| 11. Infused technology into the teaching/learning process. |  |  |  |  |  |
| 12. Revised or improved courses taught based on research, professional  development, teaching experience, students and/or supervisors  evaluation. |  |  |  |  |  |
| 1. Provided opportunities to apply learning experience to the world of work. |  |  |  |  |  |
| **EVALUATION** | | | | | |
| 14. Constructed tests on the basis of the course objectives. |  |  |  |  |  |
| 15. Returned graded tests and papers promptly with explanations. |  |  |  |  |  |
| 1. Graded students using a scale consistent with the department’s grading   policy. |  |  |  |  |  |
| 17. Used multiple measures to evaluate student development. |  |  |  |  |  |

**TOTAL VALUE = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART B**

**RESEARCH, PUBLICATIONS AND OTHER SCHOLARLY ACTIVITIES**

**Maximum Value = 30%**

**Directions:**

Research may be pure or applied. It should be oriented toward theory development , the acquisition of the new knowledge or the advancement of new pedagogical methods. Scholarship is also reflected by publications, presentations, exhibits, recitals, innovation in technology and methodologies, creative inventions, and other products. (Demonstration of at least four for maximum credit)

**CHECK**

1) Submitted at least one research proposal to a funding

agency or collaborated with or assisted colleagues in

development of research proposal submitted for funding. \_\_\_\_\_\_

1. Awarded at least one research grant. The total amount

of funding is at least $10,000 during the research period. \_\_\_\_\_\_

3) Published at least one article in a professional journal. \_\_\_\_\_\_

1. Presented findings of research (funded or non-funded)

to professional peers at state, regional, or national level. \_\_\_\_\_\_

5) Contributed text book chapter or significant component

to a book research monograph, or article. \_\_\_\_\_\_

1. Performed as a paid research consultant or showed

evidence of having served as a non-paid consultant to

a private or public institution. \_\_\_\_\_\_

1. Reviewed for a referred regional, national, or international

journal for a commercial textbook company. \_\_\_\_\_\_

1. Served as a thesis advisor or external reviewer of thesis

produced in another department. \_\_\_\_\_\_

9) Obtained copyright and/or patent on works produced. \_\_\_\_\_\_

10) Selected and/or performed as an Editor for a professional

journal. \_\_\_\_\_\_

11) Completed pure or applied research germane to the discipline. \_\_\_\_\_\_

12) Creatively performed as composer, soloist, conductor,

arranger, exhibitor in judged competition. \_\_\_\_\_\_

13) Produced innovation(s) in technology and

methodology/creative works. \_\_\_\_\_\_

**TOTAL VALUE = \_\_\_\_\_\_**

**PART C**

**DIRECT SERVICES TO THE DEPARTMENT, COLLEGE, UNIVERSITY AND COMMUNITY**

**Maximum Value = 20%**

**Directions:**

Service activities are a traditional part of all academic institutions. The department, college, University and community are prime beneficiaries of services rendered in this category. Check all that apply. **(Value for each is 1.5%)**

**CHECK**

**Products**

1) Submitted at least one proposal to a funding agency or collaborated

with or assisted colleagues in development of proposal submitted for funding. \_\_\_\_\_\_

2) Awarded at least one grant. \_\_\_\_\_\_

3) Contributed to academic program or curriculum development. \_\_\_\_\_\_

4) Served as a consultant, held seminars, delivered professional speeches

to community groups, service agencies, educational institutions,

business industry and service agencies. \_\_\_\_\_\_

5) Assisted in development of new or improved procedure for academic

program operations. \_\_\_\_\_\_

1. Participated in departmental, College, and University, committees. (See

attached self-evaluations.) \_\_\_\_\_\_

7) Served as an Advisor or Counselor to student club, organization or society. \_\_\_\_\_\_

8) Served as Academic Advisor. \_\_\_\_\_\_

9) Participated as officer/board member for non-religious community

organization(s). \_\_\_\_\_\_

10) Volunteered as a member of a non-religious community organization. \_\_\_\_\_\_

11) Assisted Chairperson in special projects. i.e., coordinating, collaborative

functions at the University and in the community. \_\_\_\_\_\_

12) Other significant contributions to the achievement of departmental goals

i.e., recruitment of students, expansion of curriculum etc. \_\_\_\_\_\_

13) Participated in a mentoring process for students. \_\_\_\_\_\_

14) Placed or supervised student interns or CO-OP students. \_\_\_\_\_\_

**TOTAL VALUE = \_\_\_\_\_\_**

**PART D**

**PROFESSIONAL DEVELOPMENT**

**Maximum Value = 5%**

**Directions:**

Professional development includes formal course work in completion of the doctoral degree, a period of postdoctoral study, courses and workshops to improve knowledge in one’s teaching field or to improve teaching performance. (Demonstration of at least five items, 1% each, for maximum value). Check all that apply. Faculty who receive credit for Item 1 should not receive credit for Item 2.

**CHECK**

1) Has an earned doctorate degree. \_\_\_\_\_\_

2) Is enrolled in or has made significant progress toward the doctorate

degree. (i.e., completed course work requirements, passed

preliminary exams, wrote dissertation, defended dissertation

successfully). \_\_\_\_\_\_

3) Completed postdoctoral experience. \_\_\_\_\_\_

4) Obtained certification from professional board, agency or organization

relevant to discipline. (Provide documentation) \_\_\_\_\_\_

5) Attended professional workshop in discipline related to field.

(Provide documentation) \_\_\_\_\_\_

6) Received academic award(s) or honor(s). \_\_\_\_\_\_

**TOTAL VALUE = \_\_\_\_\_\_**

Faculty Member’s Comments:

[ ] No Comment

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Member’s Signature Date

The faculty member’s signature does not indicate agreement with the evaluation; only, that it has been reviewed and discussed with the faculty member.