



Full-time Faculty Member Evaluation by Department Chair/College Dean

Faculty Member: _____ Date: _____

Department chair/college dean: _____

1. Comment on the **teaching effectiveness** of the faculty member supported by her/his student course surveys, classroom or online course observations by colleagues and other data.

Commendations:	Recommendations:
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2. Comment on the faculty member's **contribution to the department and university**.

Commendations:	Recommendations
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3. Comment on the **academic advising** of the faculty member as supported by advisee surveys and other data.

Commendations:	Recommendations:
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4. Comment on the faculty member's **professional development** during the past year.

Commendations:

Recommendations:

5. Comment on **the goals**, if any, set by the faculty member in these areas: teaching, advising and professional development

Commendations:

Recommendations:

6. Comments on **other areas** for commendation and/or recommendation.

Commendations:

Recommendations:

Based on the faculty member's performance and professional development, I
___ recommend ___ recommend with reservations ___ do not recommend
renewal of the above-named faculty member's appointment.

Evaluation procedures:

- 1) Full-time faculty member submits the completed self-evaluation form to the department chair/college dean.
- 2) Department chair/college dean submits the department chair/college dean's evaluation of the full-time faculty member to the faculty member.
- 3) Department chair/college dean and faculty member meet and discuss both evaluations.
- 4) Faculty member may choose to respond in writing to the department chair/college dean's evaluation of her/himself.
- 5) If a response is given this is indicated on the department chair/college dean's evaluation of full-time faculty form. Dates must be supplied. See below.
- 6) All documents are turned in together to the Office of Academic Affairs month -day, 20xx. The documents are submitted by the department chair/college dean.

I choose to respond in writing to the department chair/college dean's evaluation of me. I will present the response to the department chair/college dean.

- ___ yes
- ___ no
- If yes, date submitted _____

Below the department chair/college dean should acknowledge the receipt of the written reply submitted by the above faculty member. Please sign and date the form.

Signature of department chair/college dean: _____

Date: _____