

FACULTY MEMBER PERFORMANCE REVIEW SUMMARY

Instructions: Following each faculty evaluation conference, record your scores below. Please see that it is signed by the Chairperson and the faculty member, provide a copy to the faculty member and submit to your Dean.

Faculty Member (please type)

Department Chairperson (please type)

Department (please type)

School (please type)

1. Use faculty member's Mean Score from the Student Evaluation Instrument	
2. Teaching Effectiveness Rating (from Chairperson's Instrument)	
3. Intellectual Contributions (from Chairperson's Instrument)	
4. Service (University/Community) (from Chairperson's Instrument)	
5. Professional Development/Practice (from Chairperson's Instrument)	
6. Calculation of the Overall Faculty Evaluation Rating: Combine results from formulas for Teaching Effectiveness, Intellectual Contribution, Service, Professional Development/Practice. Round to two decimal points.	

Overall Faculty Evaluation Rating: _____

Signatories:

Faculty Member

Date

Chair

Date

***Joining or sharing a signature: bound by the terms of a signed agreement used in sealing.**

***Note:** A faculty member's signature above acknowledges that the evaluation took place. It does not represent agreement or non-agreement with the Chairperson's ratings.*

Declaration of Weights to be Used in Faculty Evaluation (designated by the faculty member)

Instructions: In consultation with your Chairperson, use the following categories to declare your weights.

Category	%	Rating	Weighted Score
Teaching Effectiveness (Choose from 50% to 80%)			
Intellectual Contributions (Choose from 10% to 40%)			
Service (University & Community) (Choose from 5% to 30%)			
Professional Development Practice (Choose from 5% to 20%)			
Total (must be 100%)	100%		

Signatories:

Faculty Member

Date

Chair

Date

Formulas

Teaching: (average of items 12 and 13 from the *Student Evaluation Instrument* times 0.25 plus Chairperson’s evaluation of teaching times 0.75) times weight assigned by faculty member.

Intellectual Contributions: total rating from the Chairperson’s Evaluation of Faculty Instrument times weight assigned by faculty member.

Service: total rating from the Chairperson’s Evaluation of Faculty Instrument times weight assigned by faculty member.

Professional Development/Practice: total rating from the Chairperson’s Evaluation of faculty instrument times weight assigned by faculty member.

Sample Calculation: Faculty members assigned weights of 80% (teaching), 10% (intellectual contributions), 5% (service), and 5% (professional development/practice).

Teaching: $[(4.0 * .25) + (5.0 * .75)] * .80 = 3.8$, Intellectual Contributions. $(4.0 * .10) = 0.4$;

Service: $(2.0 * .05) = 0.1$; Professional Development/Practice: $(3.0 * .05) = 0.15$

Total = $3.8 + 0.4 + 0.1 + 0.15 = 4.46$

***evaluation ratings**

***Evaluation ratings**

Evaluation of Teaching Effectiveness of Faculty Member by Department Chair

Instructions: Use the following rating scale to determine points for each of the teaching effectiveness items.

- Rating Scale:** EP - Exemplary Professional Performance
Consistently exceeds accepted standards of professional performance
- HP - High Professional Performance
Frequently exceeds accepted standards of professional performance
- SP - Standard Professional Performance
Consistently meets accepted standards of professional performance
- MP - Minimal Performance
Does not consistently meet accepted standards of professional performance
- UP - Unsatisfactory Performance
Does not meet minimal standards of professional performance

Justification for ratings must appear on the next page.

TE-1 Instructional Design Skills (those technical skills in (1) designing, sequencing, and presenting experiences which induce student learning and (2) designing, developing, and implementing tools and procedures for assessing student learning) Rating: _____

TE-2 Content Expertise (that body of skills, competencies, and knowledge in a specific subject area in which the faculty member has received advanced experience, training, or education) Rating: _____

TE-3 Course Management (those bureaucratic skills in operating and managing a course including, but not limited to, timely grading of examinations, timely completion of drop/add and incomplete grade forms; maintaining published office hours; and generally making arrangements for facilities and resources required in the teaching of a course) Rating: _____

To compute the Teaching Effectiveness of Faculty Member Rating, assign the following values:

EP=5 HP=4 SP=3 MP=2 UP=1

Directions: Add the three values assigned to the ratings, and divide by three to calculate the Teaching Effectiveness Rating of the faculty member. *Do not round.*

Teaching Effectiveness Rating: _____

Note to faculty member: If you have documentation that will influence the above rating, place your portfolio under the appropriate heading, e.g., TE-1.

Evaluation of Intellectual Contributions

A. Scholarship

- _____ IC-1. Published in a referred journal(s) research monographs scholarly books, proceeding from scholarly meetings: 8 points each. Maximum of 16.
- _____ IC-2. Secured funding for a research project: 2 points for every \$50k, maximum of 8 (credit is still not applicable if the credit is still not serving as principle investigator)
- _____ IC-3. Submitted research articles for publications: 2 points each maximum of 8
- _____ IC-4. Presented research at a conference: (2 points for a local conference, 4 points for a regional conference, 6 points for a national or international conference)
- _____ IC-5. Presented papers at faculty research seminars: 4 points each, maximum of 8)
- _____ IC-6. Published in professional journal(s): 8 points each, maximum of 16
- _____ IC-7. Presented at a professional meeting: 4 points each, maximum of 8
- _____ IC-8. Presented papers at faculty workshop(s): 2 points each, maximum of 6
- _____ IC-9. Reviewed a book: 6 points
- _____ IC-10. Published in public/trade journals: 6 points each, maximum of 12
- _____ IC-11. Published in in-house journal: 3 points each, maximum of 6

B. Instructional Development

- _____ IC-12. Wrote a textbook: 8 points each, maximum of 16
- _____ IC-13. Published in a pedagogical journal: 8 points each, maximum of 16
- _____ IC-14. Wrote cases with instructional materials: 4 points each, maximum of 8
- _____ IC-15. Developed instructional software: 8 points each, maximum of 16
- _____ IC-16. Made available materials describing the design and implementation of new courses: 6 points each, maximum of 12

C. Creative Endeavors

- _____ IC-17. Performed in a musical, dramatic, of media production: 6 points each for a major role: maximum of 12 points; 2 points each for a minor role, maximum 6
- _____ IC-18. Created a musical, dramatic or media work, which was performed, published, exhibited, and/or broadcast: 6 points each, maximum of 12
- _____ IC-19. Directed or produced a musical, dramatic, or media event/performance/broadcast/recording/exhibition of written text: 6 points each, maximum of 12
- _____ IC-20. Designed and/or implemented the technical work (scene, costume, lighting, sound, etc.) for a musical, dramatic, or media production: 4 points each, maximum of 8
- _____ IC-21. Other creative endeavors: 6 points each, maximum of 12

Total Intellectual Contributions Points: _____ **Total Rating:** _____

<u>Points</u>	<u>Rating Scale</u>
20 and above	Exemplary Performance (EP=5)
16-19	High Performance (HP=4)
12-15	Standard Performance (SP=3)
8-11	Minimal Performance (MP=2)
Below 8	Unsatisfactory Performance (UP=1)

Evaluation of Service

Instructions: After reviewing the Service Report in the Portfolio for Annual Evaluation, determine points for each of the appropriate items below.

A. Service to the Campus, Discipline, and Department

- _____ S-1 Membership on campus, discipline, or department committee: 4 points per committee, maximum of 12
- _____ S-2 Chair of campus, discipline, or department committee: 2 points in addition to membership points, maximum of 4
- _____ S-3 Leader of campus, discipline, or department workshop or presentation: 2-4 points each, maximum of 8 points: 4 points for the preparation and original offering of the presentation: 2 points for repeating a presentation.
- _____ S-4 Mentor of new faculty member: 4 points
- _____ S-5 Mentor of part-time faculty: 2 points

B. Service to College and Community

- _____ S-6 Membership on councils or committee: 6 points per committee or council for college-wide or state-wide membership, maximum of 12 points: 4 points per committee or council for local membership maximum of 8
- _____ S-7 Chair of council or of a committee: 4 points in addition to membership points
- _____ S-8 Leader of college-wide or community workshops, courses, or presentations: 2-4 points each, maximum of 8; 4 points for the preparation and original offering of the presentation: 2 points for repeating a presentation.
- _____ S-9 Organizer of lecture series: 2 points, maximum of 2
- _____ S-10 Advisor to student organization recognized by SGA: 4 points, maximum of 4
- _____ S-11 Advisor/editor of college publication: 4 points
- _____ S-12 Application of recognized area of expertise in the community without consulting pay: 2 points per activity, maximum of 4
- _____ S-13 Participation in college-sponsored outreach activities: 2 points, maximum of 2

C. Other activities: Those activities, other than the ones noted above, which directly contributed to either the academic or administrative functioning of the university.

- _____ S-14 1-8 points: points should be assigned based upon the significance of the activity and the amount of effort involved and should be in line with other listed activities of comparable scope

Total Service Points: _____

Service Rating of Faculty Member: _____

Service Points

27 and above
18-26
9-17
5-8
0-4

Rating Scale

Exemplary Performance (EP=5)
High Performance (HP=4)
Standard Performance (SP=3)
Minimal Performance (MP=2)
Unsatisfactory Performance (UP=1)

Evaluation of Professional Development

Instruction: After reviewing the Professional Development Report in the Portfolio for Annual Evaluation, determine points for each of the appropriate items below:

A. Professional Organizations

- _____ PD-1 Holds current membership in professional organization: 2 points each maximum of 6
- _____ PD-2 Serves on a committee of a professional organization: 2 points each maximum of 4
- _____ PD-3 Holds an elective or appointive office or chaired a committee of a state or local professional organization: 4 points each, maximum of 8
- _____ PD-4 Holds an elective or appointive office or chaired a committee of a regional, national, professional

B. Further Education and Degrees

- _____ PD-5 Received credit for a graduate course (other than dissertation or thesis hours): 4 point per course, maximum of 8
- _____ PD-6 Participated in scholarly pedagogical or technological workshops or presentations at Alcorn State University (excluding those that were required): 2 points each, maximum of 4
- _____ PD-7 Participated in workshops, summer institutes, short courses, audited a graduate level course, etc. (excluding Alcorn State University activities): 2 points each, maximum of 4
- _____ PD-8 Completed a graduate degree from an accredited institution: 6 points each

C. Awards, Grants, Artistic Commissions, and/or Fellowships

- _____ PD-9 Received an award, grant, artistic commission, or fellowship (excluding tuition grants for graduate study): 2 points for a local award, grant, commission or fellowship: 4 points for a state-wide award, grant, commission or fellowship: 6 points for a regional award grant, commission or fellowship: 8 points for a national or international award, grant, commission or fellowship: maximum of 8
- _____ PD-10 Served on a grant review panel: 2 points, maximum of 2

D. Other activities: Those activities, other than the ones noted above, which directly contributed to either the academic or administrative functioning of the university e.g. faculty internship, clinical practice

- _____ PD-11 1-8 points: points should be assigned based upon the significance of the accomplishments and the amount of effort involved and should be in line with other listed activities of comparable scope.

Total Professional Development Points: _____

Total Rating: _____

Professional Development Points

27 and above
18-26
9-17
5-8
0-4

Rating Scale

Exemplary Performance (EP=5)
High Performance (HP=4)
Standard Performance (HP=3)
Minimal Performance (HP=2)
Unsatisfactory Performance (HP=1)