

Faculty Member: \_\_\_\_\_ Date of Review: \_\_\_\_\_

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

**1. Assigned % Effort (from letter of hire or most recent Assigned % of Effort Form)**

	Spring	Fall	Avg.	
% Teaching:	<input type="text"/>	<input type="text"/>	XX%	
% Scholarship:	<input type="text"/>	<input type="text"/>	XX%	
% Service:	<input type="text"/>	<input type="text"/>	XX%	
% Administrative*:	<input type="text"/>	<input type="text"/>	XX%	Describe: _____
Approved Leave**	<input type="text"/>	<input type="text"/>		Describe: _____

\*e.g. Dept. Heads and Directors

\*\*e.g. sabbatical, FMLA, LWOP

**2. Evaluation**

Use the following categories to describe the faculty member's performance in each assigned area of responsibility.

**Meets Expectations** →

Unacceptable Performance	Below Expectations	Acceptable Performance	Strong Performance	Exemplary Performance
<i>Unacceptable performance in an Area of Responsibility.</i> Performance is inadequate. The <b>specific areas</b> that are deficient will be addressed in the narrative. Requires a Performance Improvement Plan for the next academic year.	Performance in an Area of Responsibility is below expectations. Performance is frequently less than satisfactory and fails to meet expectations. The narrative must address <b>specific areas</b> that need improvement. Requires a Performance Improvement Plan for the next academic year.	Performance of assigned responsibilities consistently meets expectations and contributes to the success of the department's mission.	Performance of assigned responsibilities is consistently exceeds expectations and contributes significantly to success of the department's mission. Supporting evidence will be presented in the narrative.	Performance is superior and merits special recognition for unequivocally superior performance (e.g., worthy of national, international, or professional award nomination or is clearly outstanding in his/her field.) Supporting evidence will be presented in narrative.
<b>0-1</b>	<b>1-2.5</b>	<b>3-4.5</b>	<b>5-7.5</b>	<b>8</b>

 1. Teaching Rating

Teaching Narrative (required):

2. Scholarship Rating

Narrative (required)

3. Service Rating

Narrative (required)

4. Administrative Rating

Narrative (required):

**OVERALL RATING (calculated as weighted average of ratings)**

Overall Annual Review Narrative (required)

### 3. Signatures

\_\_\_\_\_  
Department Head or Chair of Review Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Member (indicates that the faculty member has received the review. Signature does not imply agreement )

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

## Faculty Goals (required) and Assigned % Effort Form

In each area, please indicate goals for faculty member and the current Assigned Percentage of Effort. Either the faculty member or unit/department head can propose changing the faculty member's percentages of effort, but there must be agreement to proceed with a change. If change in percentage of effort is for a specified term, dates of term should be included in Comments Section. Changes to a faculty member's assigned percentages of effort are made in this section and must be approved by the faculty member, unit/department head and dean.

Area	% Effort		Goals (required) and change in assignment (if applicable)
	Current	Proposed	
Teaching	<input type="text"/>	<input type="text"/>	
Scholarship	<input type="text"/>	<input type="text"/>	
Service	<input type="text"/>	<input type="text"/>	
Admin	<input type="text"/>	<input type="text"/>	

Total  
(Must = 100%)



Comments from Unit/Department Head or Dean (optional)

**Signatures (approval by the Dean required if change in % of Effort.)**

\_\_\_\_\_  
Unit/Department Head

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date