

AOP-02-02-09-01 (REVISED 10/02/2014)
FULL-TIME FACULTY ANNUAL EVALUATION PLAN

This evaluation plan is developmental in that it emphasizes documenting progress toward attaining goals. It is tied directly to the *Troy University Faculty Handbook* in all of its elements and to the development of a portfolio that will serve as a basis for promotion and tenure applications. It is designed to allow the Department Chair/Supervisor to guide faculty members through the promotion and tenure process in an advocacy and mentoring role.

This plan is not intended to be an exhaustive or exclusive program for portfolio development. It is a framework which may also include peer evaluations, student evaluations, and other types of data. Faculty seeking promotion or tenure should discuss with their Department Chair/Supervisor other college-specific materials that should be included in a tenure or promotion packet. The annual cycle is defined as fall, spring, summer semesters/terms (i.e., one complete academic year).

1. **PROFESSIONAL DEVELOPMENT PLAN** [Form 1]: A draft PROFESSIONAL DEVELOPMENT PLAN will be submitted to Department Chair/Supervisor annually by all faculty members by **August 1**.
2. **YEAR-END SELF EVALUATION** [Form 2]: Covering the Academic Year from August 1 to July 31, submit the YEAR-END SELF EVALUATION to the Department Chair/Supervisor annually by all faculty members by **August 1**.
3. **SUPERVISOR'S REVIEW** [Form 3]: The review is completed by the Department Chair and submitted to the Dean during the period **August 15 to September 15**.
 - Department Chair/Supervisor completes these forms according to the following guidelines:
 - Unranked faculty, non-tenured faculty, and tenured faculty below the rank of Professor will be evaluated each year.
 - Tenured faculty holding the rank of Professor will be evaluated every third year, reflecting performance and activities occurring during the period evaluated.
4. Copies of annual faculty evaluations will be filed as required in the *Troy University Faculty Handbook*.
Note 1: Copy to be sent to the faculty member from the Dean's office.
Note 2: Original to be sent to the Office of Academic Support.
5. Copies will be available to the College Review Committee, the University Review Committee, and other University committees as appropriate.

PROFESSIONAL DEVELOPMENT PLAN
ACADEMIC YEAR _____

Name _____ Location _____

Highest Degree _____ Primary Teaching Field _____

Current Academic Rank _____ Date of appointment to current rank _____

Will you be eligible to apply for promotion at the end of this academic year? _____

(Year in which you are eligible to apply for promotion) _____

Date of initial employment at TROY Month: _____ Year: _____

Current Tenure Status: (Check one) Non-Tenured Tenured

Will you be eligible to apply for tenure at the end of this academic year? Yes No

(Academic Year in which you will be eligible for tenure): _____

Instructions: Using the applicable portions of the *Troy University Faculty Handbook*, together with the relevant items from the *Supervisor's Annual Performance Review*, describe your goals and priority of efforts in each of the following areas for the upcoming Academic Year _____.

Goals and Priority: For each area below, list readily assessable goals and their relative priority, from "1"-highest priority, through "2"-moderate priority, to "3"-lowest priority. Use additional pages as necessary.

Part A. TEACHING (*Faculty Handbook 3.4.2*)

Priority
____ 1
____ 2
____ 3

Goals

(continue goal list as necessary)

Part B. RESEARCH & CREATIVE WORK (*Faculty Handbook 3.4.5*)

Priority
____ 1
____ 2
____ 3

Goals

(continue goal list as necessary)

Part C. SERVICE (*Faculty Handbook 3.4.4*)

Priority
____ 1
____ 2
____ 3

Goals

(continue goal list as necessary)

Part D. OTHER PLANS RELATED TO PROFESSIONAL COMPETENCE AND ACTIVITIES (*Faculty Handbook 3.4.6*)

Priority
____ 1
____ 2
____ 3

Goals

(continue goal list as necessary)

Faculty Member's Signature _____ Date _____

Supervisor's Approval: I certify that I approve this Professional Development Plan.

Supervisor's Signature _____ Date _____

Dean's Review and Signature _____ Date _____

Note 1: Copy to be sent to the faculty member from the Dean's office.

Note 2: Original to be sent to the Office of Academic Support.

YEAR-END SELF-EVALUATION FOR THE ACADEMIC YEAR _____

NAME _____ LOCATION _____

Instructions: Summarize the completion of goals established in each area below:

- I. CURRENT *DIGITAL MEASURES VITA*: Attached.
- II. EVALUATION OF GOALS AND ACTIVITIES LISTED IN PROFESSIONAL DEVELOPMENT PLAN

A. TEACHING

B. RESEARCH & CREATIVE WORK

C. SERVICE

D. OTHER

E. ADDITIONAL ACTIVITIES COMPLETED (Not Included on Professional Development Plan; add additional pages as necessary)

Faculty Member Remarks:

Faculty Member's Signature _____ Date _____

I certify that I have approved this Year-End Self-Evaluation.

Supervisor's Signature _____ Date: _____

Supervisor Remarks:

Dean's Review and Signature _____ Date: _____

Note 1: Copy to be sent to the faculty member from the Dean's office.

Note 2: Original to be sent to the Office of Academic Support.

EVALUATION FOR THE ACADEMIC YEAR _____

NAME _____

LOCATION _____

SUPERVISOR’S REVIEW OF FACULTY PERFORMANCE

Supervisors are expected to have reviewed the following kinds of materials for the faculty member’s evaluation. Please reference the applicable College Review Committee Guidelines.

Possible documentation for the areas of Teaching, Research and Creative Work, and Service:

- Letters of recognition, appreciation, confirmation, or appointment.
- Copies of awards, grants, or fellowships.
- Copies of in-house publications, books, inventions, copyrights, patents, paper presentations, conference, workshop, or seminar sessions.
- Supervisor evaluations.
- Peer reviews.
- Student evaluations of instruction.
- Non-disciplinary research or publications.
- Special recognitions.

TEACHING

Section 1: Student Evaluations

Instructions: In this section, 3.4.2 Student Evaluation, insert the average of all courses evaluated for the year using the Instructor and Course Assessment scores for items 1-11.

1. *Faculty presented information in an organized way that promoted learning.* _____
2. *Faculty presented new information not covered in the textbook* _____
3. *Faculty connected topics of the course to other areas of knowledge and interest.* _____
4. *Faculty increased my interest in the subject matter* _____
5. *Faculty integrated different ways presenting course information* _____
6. *Faculty was interested in student achievement* _____
7. *Faculty was responsive to student needs and requests.* _____
8. *Faculty encouraged students to use technology in learning.* _____
9. *Faculty evaluated assignments and exams in a timely manner.* _____
10. *Faculty member adhered to a stated policy on grading* _____
11. *Overall, faculty member was an effective teacher.* _____

EVALUATION FOR THE ACADEMIC YEAR _____

NAME _____

LOCATION _____

Section 2: Supervisor's Evaluation *

***Instructions:** Using all documented information available to you, rate the faculty member being evaluated using the Likert scale provided below: **(This includes the supervisor's instructional observations and evaluations by supervisors.)**

- NA Not Applicable**
- 1 - Not Achieved Expectations**
- 2 - Met Expectations**
- 3 - Significantly Exceeded Expectations**

- | | | | | |
|--|----|---|---|---|
| 1. <i>demonstrates command of subject</i> | NA | 1 | 2 | 3 |
| 2. <i>organizes subject matter clearly</i> | NA | 1 | 2 | 3 |
| 3. <i>maintains knowledge of current developments in teaching discipline</i> | NA | 1 | 2 | 3 |
| 4. <i>relates subject matter to other areas</i> | NA | 1 | 2 | 3 |
| 5. <i>motivates students and broadens students interest in the subject</i> | NA | 1 | 2 | 3 |
| 6. <i>uses effective teaching methods and strategies</i> | NA | 1 | 2 | 3 |
| 7. <i>available for and effective in academic and career advising</i> | NA | 1 | 2 | 3 |
| 8. <i>effective in directing students in clinical, internship, or thesis work</i> | NA | 1 | 2 | 3 |
| 9. <i>demonstrates integrity and objectivity in teaching</i> | NA | 1 | 2 | 3 |
| 10. <i>uses class time efficiently</i> | NA | 1 | 2 | 3 |
| 11. <i>creative and innovative in designing and presenting instruction</i> | NA | 1 | 2 | 3 |
| 12. <i>demonstrates adherence to established policies and procedures of the University</i> | NA | 1 | 2 | 3 |
| 13. <i>works effectively with other faculty members</i> | NA | 1 | 2 | 3 |
| 14. <i>prepares properly and adheres to course syllabi</i> | NA | 1 | 2 | 3 |
| 15. <i>effectively utilizes available technology</i> | NA | 1 | 2 | 3 |

Comments:

EVALUATION FOR THE ACADEMIC YEAR _____

NAME _____

LOCATION _____

RESEARCH & CREATIVE WORK:

Instructions: The supervisor will review the faculty member's Research and Creative activities. Any exceptions will be recommended by the Supervisor and approved by the Dean. Supporting evidence will be included to document the accomplishment of goals.

Section 1: Scholarship

1. Publications (refereed).
2. Artistic works/performance (recognized quality).
3. External research grants & projects obtained.
4. Inventions & Patents.
5. Publications (non-refereed).
6. Paper (refereed) presentation before learned societies.
7. Other.

Comments:

Section 2: Professional Competence

1. Receipt of awards, fellowships, internal grants, etc.
2. Advanced degree, post-doctoral education, certifications, clinical practice, etc.
3. Appointment or election in a scholarly or professional organization at the state, regional, or national level.
4. Participation in conferences or professional organizations.
5. Creation of educational materials.
6. Review of scholarly work.
7. Poster sessions/presentations (non-refereed papers).
8. Submitted research grant (external to university).
9. Papers submitted and awaiting publication.
10. Participation in special programs.
11. Other.

Comments:

EVALUATION FOR THE ACADEMIC YEAR_____

NAME_____

LOCATION_____

SERVICE:

Instructions: The supervisor will review the faculty member's service activities. Any exceptions will be recommended by the Supervisor and approved by the Dean. Supporting evidence will be included to document the accomplishment of goals.

Section 1: Service to the University

1. Service on and participation in University-wide standing or ad-hoc committees and councils:
 - a. Chairperson
 - b. Member
2. Service to and participation in the business of the regular faculty.
3. Service as a sponsor of or advisor to student groups and student organizations.
4. Fulfillment of special assignments (e.g., administrative assignments, recruitment, research for the University accreditation studies).
5. Service in support of student recruitment.
6. Directing or managing an administrative unit; managing programs or projects.
7. Other.

Comments:

Section 2: Service to the College/School/Department

1. Service to and participation in the business of college/school standing or ad hoc committees and councils:
 - a. Chairperson
 - b. Member
2. Service to and participation in the business of the faculty.
3. Service as a faculty advisor for students.
4. Service as a supervisor or sponsor for student interns.
5. Attendance or participation in college/school or campus functions and activities.
6. Involvement in development & evaluation of Student Learning Outcomes.
7. Other.

Comments:

EVALUATION FOR THE ACADEMIC YEAR_____

NAME_____

LOCATION_____

Section 3: Service to the Community

1. Service in the individual's professional area as a consultant or in a research capacity to public or private agencies.
2. Service as a resource person.
3. Speeches and lectures to community groups.
4. Active participation in community activities which enhance the image of the University.
5. Service provided to promote continuing education and professional development within the community.
6. Civic organizations:
 - a. Officer
 - b. Member
7. Other.

Comments:

SUMMARY EVALUATION FOR THE ACADEMIC YEAR _____

NAME _____ **LOCATION** _____

CURRENT RANK _____

Full-time _____ **Part-Time** _____

Tenure Status: _____ **Tenured** _____ **Tenure Track** _____ **Non-Tenure Track**

TEACHING

In comparison with peers in similar teaching situations, and as documented above, this faculty member has during this evaluation period:

- _____ Not Applicable
- _____ Not Achieved Expectations *
- _____ Met Expectations
- _____ Significantly Exceeded Expectations*

RESEARCH

In comparison with peers in similar workload and assignments, and as documented above, this faculty member has during this evaluation period:

- _____ Not Applicable
- _____ Not Achieved Expectations *
- _____ Met Expectations
- _____ Significantly Exceeded Expectations*

SERVICE

In comparison with peers in similar workload and assignments, and as documented above, this faculty member has during this evaluation period:

- _____ Not Applicable
- _____ Not Achieved Expectations*
- _____ Met Expectations
- _____ Significantly Exceeded Expectations*

OTHER

In comparison with peers in similar workload and assignments, and as documented above, this faculty member has during this evaluation period:

- _____ Not Applicable
- _____ Not Achieved Expectations *
- _____ Met Expectations
- _____ Significantly Exceeded Expectations*

*Requires explanation in the narrative based on documentation provided by the faculty member in the Self-Evaluation.

OVERALL ASSESSMENT OF PROGRESS TOWARD TENURE OR PROMOTION

_____ Not Applicable

In comparison with peers in similar workload and assignments, this faculty member has during this evaluation period:

- _____ Demonstrated Appropriate Progress Toward Tenure/Promotion
- _____ Not Demonstrated Appropriate Progress Toward Tenure/Promotion

SUMMARY EVALUATION FOR THE ACADEMIC YEAR _____

NAME _____ **LOCATION** _____

SUMMARY EVALUATIVE NARRATIVE (Use Additional Page If Necessary)

SUPERVISOR'S NAME: _____ **SIGNATURE:** _____

POSITION: _____ **PRIMARY TEACHING LOCATION:** _____

FACULTY MEMBER'S SIGNATURE: _____

(ACKNOWLEDGING THAT THE EVALUATION HAS BEEN DISCUSSED ON: _____)

Dean's Review and Signature _____ **DATE** _____ **Date:** _____

Note 1: Copy to be sent to the faculty member from the Dean's office.

Note 2: Original to be sent to the Office of Academic Support.

APPROVED BY ACADEMIC STEERING COMMITTEE, FEBRUARY 2, 2009 (REVISED 10/02/2014) OPR: DR. LEE VARDAMAN