

CHAIRPERSON NARRATIVE EVALUATION FOR FACULTY

Prompts for the department chair's narrative evaluation and critical review of a faculty member's professional performance:

Teaching

- Did the faculty member administer student course evaluations?
- Did the faculty member distribute syllabi?
- Were the syllabi complete and informative?
- Did the faculty member hold regular office hours?
- Did the faculty member hold class meetings as scheduled?
- Did the faculty member use appropriate assignments and provide feedback in a timely manner?
- Did the faculty member maintain appropriate academic standards?
- Did the faculty member foster curricular development and assessment?
- Did the faculty member demonstrate a positive attitude toward teaching?

Scholarship and Professional Activity

- Did the faculty member demonstrate progress on or complete a manuscript, book, exhibit, performance, or other type of scholarly or creative project?
- Did the faculty member submit a grant (to an internal or external funding source) to help fund their scholarly/creative work [including ACRE projects or professional development grants (FDGs)]?
- Did the faculty member participate in a professional organization or society?
- Did the faculty member present their scholarly/creative work at an academic or professional conference?
- Did the faculty member serve as an editor for a journal or scholarly publication?
- Did the faculty member serve as a peer reviewer for a journal or scholarly publication?
- Did the faculty member supervise scholarly/creative activity of students (including ACRE projects or independent studies)?
- Did any students that worked with the faculty member attend and/or present their scholarly/creative work at a conference, exhibition, performance, or other professional venue?

Service to the College Community

- Did the faculty member regularly attend committee meetings for which they were elected or assigned?
- To the best of your knowledge, did the faculty member actively participate in the work of the committee on which they served?
- Did the faculty member meet with advisees prior to registration and provide appropriate guidance and support?
- Did the faculty member make themselves reasonably available for attendance at departmental meetings and actively contribute to the work of the department?
- Did the faculty member regularly attend faculty meetings?
- Did the faculty member represent the department at admissions functions on at least some occasions?
- Did the faculty member volunteer or serve in any capacity with off-campus groups or organizations?

Periodic Evaluation Signature Form

(submitted to the Provost with the other materials by June 14)

Faculty member: _____

Department/program chair: _____

Department name: _____

Upon reading the chair's narrative evaluation, the faculty member being reviewed should choose one option below:

In Agreement

Request for Conference[#]

Signatures:

Department/Program Chair

Faculty Member

Date: _____

[#] By selecting this option, the faculty member is requesting a meeting with their department chair and the Provost to discuss aspects of the chair's evaluation that the faculty member contests.