

ALABAMA A&M UNIVERSITY  
OFFICE OF ACADEMIC AFFAIRS  
FACULTY EVALUATION FORM

(Print or Type)

Faculty Member: \_\_\_\_\_  
Last First Middle

Rank and/or Position Title: \_\_\_\_\_

Tenure Status: \_\_\_\_\_ Tenured \_\_\_\_\_ Non-Tenured

School or Major Unit: \_\_\_\_\_

Department or Major Sub-Unit \_\_\_\_\_

Faculty Member Load Assignment:

Teaching .....%      Research .....%      Service .....%      Other .....%

Length of Time in Sub-Unit: \_\_\_\_\_

Length of Time at the University: \_\_\_\_\_

Dates Covered by this Evaluation: \_\_\_\_\_

Primary Evaluator and Position Title: \_\_\_\_\_

Instructions: This instrument is to be used for evaluation of faculty members. The rating scale is :

4-Exceptional: Performance which is consistently carried out in an exceptional manner. This level of high quality performance occurs only among a small percentage of faculty members. "Exceptional" ratings must be accompanied by a written justification which clearly shows extraordinary accomplishment.

3- Above Average: Performance which is frequently carried out in an excellent manner. This level of performance exceeds expectations for acceptable performance.

2 - Acceptable: Performance in which the faculty member competently fulfills the general expectations for the position. It is the level most commonly achieved by faculty members. Performance above this level should result in an "Above Average" rating.

1 - Conditionally Acceptable: Performance fails to meet the "Acceptable" standard but could if certain conditions were fulfilled. Performance at this absolute minimal level will require the faculty member and supervisor to develop and complete a Plan of Work which will raise performance to "Acceptable" by the next rating period. "Conditionally Acceptable" ratings must be accompanied by a written explanation.

0 - Not Acceptable: A " Not Acceptable " rating will be noted on the faculty member's record and requires remedial action. It may be the basis for disciplinary action up to and including dismissal. "Not Acceptable" ratings must be accompanied by a written explanation.

X - Not applicable: Place an "X" in the N/A column.

1.0 Teaching Performance

1.1 Course Design

RATING  
0 - 4

N/A  
(X)

A. Sets appropriate course objectives and outcomes	
B. Uses effective and innovative teaching methods	
C. Updates course content, develops new courses	


1.2 Effective Presentation

A. Encourages independent thinking, problem solving	
B. Accommodates various levels of development	
C. Arouses enthusiasm	
D. Explains concepts skillfully	
E. Encourages class participation	
F. Is punctual and prepared for class	
G. Makes relevant assignments	
H. Communicates clearly in English	


1.3 Assessment Measures

A. Evaluates fairly and objectively	
B. Uses instruments which are relevant to goals and expected outcomes of course	
C. Returns students' work promptly	
D. Keeps students abreast of progress in class	


1.4 Availability to Students

A. Keeps office hours	
B. Encourages student inquiry	
C. Maintains an approachable and friendly attitude	

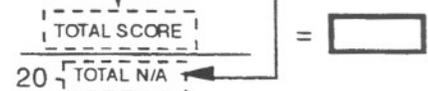

1.5 Administrative Responsibility

A. Submits syllabi, book orders, grades on time	
B. Maintains proper records of students' performance	


TOTAL SCORE

TOTAL N/A

$$\text{TEACHING RATING} = \frac{\text{TOTAL SCORE}}{20 - \text{TOTAL N/A}} =$$



Comments (required for "Exceptional" (4), "Conditionally Acceptable" (1), and "Not Acceptable" (0) ratings):

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2.0 Scholarly Activity and Research

2.1 Professional development

	RATING (0-4)
A. Demonstrates mastery of subject matter	
B. Continually updates knowledge of field	
C. Actively pursues a program to obtain additional degrees or certifications	

N/A (X)

2.2 Scholarship and Research

A. Seeks grant, proposal, special project opportunities	
B. Participates in proposal writing	
C. Obtains funded activity	
D. Presents workshop, seminar, creative work	
E. Makes presentations at professional meetings	
F. Has non-refereed publications or creative works	
G. Has refereed publications or creative works	


2.3 Management of funded activity, if applicable

A. Manages budget effectively	
B. Completes tasks on time	
C. Manages project personnel effectively	
D. Obtains significant results from activity (as shown by follow-on funding, publications, etc.)	


2.4 Professional organization activity

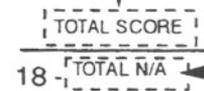
A. Belongs to professional organizations	
B. Participates actively in local professional organizations	
C. Participates actively in regional or national professional organizations	
D. Receives awards or honors from professional organizations	


TOTAL SCORE

TOTAL N/A

SCHOLARLY ACTIVITY AND RESEARCH RATING

$$\frac{\text{TOTAL SCORE}}{18 - \text{TOTAL N/A}} =$$



$$\frac{\text{TOTAL SCORE}}{18 - \text{TOTAL N/A}} = \text{[ ]}$$

Comments (required for "Exceptional" (4), "Conditionally Acceptable" (1), and "Not Acceptable" (0) ratings):

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3.0 Service

3.1 Advising

A. Advises students effectively

RATING  
(0-4)

N/A  
(X)

3.2 Student activities

A. Sponsors or advises student organizations

B. Acts as mentor or counselor to students

C. Serves on graduate supervisory committees

3.3 Department

A. Participates in activities and committees

B. Complies with departmental procedures

C. Effectively completes assignments

D. Acts as a leader in department activities

3.4 School

A. Participates in activities and committees

B. Effectively completes assignments

C. Acts as a leader in school activities

3.5 University

A. Participates in university activities

B. Serves on university committees

C. Complies with university procedures

D. Acts as a leader in university activities

3.6 Community

A. Participates in professionally-related community activities

B. Presents a positive image of the university

3.7 Professional behavior

A. Maintains ethical behavior in teaching or research

B. Cooperates with and respects colleagues

TOTAL SCORE

TOTAL N/A

$$\text{SERVICE RATING} = \frac{\text{TOTAL SCORE}}{19 - \text{TOTAL N/A}} =$$

$$\frac{\boxed{\text{TOTAL SCORE}}}{19 - \boxed{\text{TOTAL N/A}}} = \boxed{\phantom{00}}$$

Comments (required for "Exceptional" (4), "Conditionally Acceptable" (1), and "Not Acceptable" (0) ratings):

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## PERFORMANCE ASSESSMENT

Instructions: Each faculty member will be rated in the three areas of teaching, scholarly activity and research, and service, according to a percentage related to load assignment. Since service is expected of all faculty, at least 10% of the faculty member's performance score should be based on service. The remaining percentage should be allocated between scholarship and teaching, based on the faculty member's load assignment. Since scholarly activity is a requirement of all faculty, at least 10% must be based on scholarly activity and research. The total must add up to 100%.

For example, if a faculty member is assigned 1/2 time to research and 1/2 time to teaching, the percentage weighting could be: teaching 40%, scholarly activity 40%, and service 20%.

	% Weighting Related to Assignment Column 1	Score Column 2		% Weighting x Score Col 1 x Col 2
Teaching	%		(from end of Section 1)	
Scholarly Activity (at least 10%)	%		(from end of Section 2)	
Service (at least 10%)	%		(from end of Section 3)	
<b>TOTAL</b>	<b>100%</b>		<b>TOTAL</b>	

**Overall Performance Rating**

Exceptional	3.50-4.00
Above Average	2.50-3.49
Acceptable	2.00-2.49
Conditionally Acceptable	1.00-1.99
Not Acceptable	0.00-0.99

Other Evaluations:

- A. PEERS \_\_\_\_\_
- B. STUDENTS \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Conference and Comments:

Signature of Faculty member: \_\_\_\_\_ Date: \_\_\_\_\_

Response:

**Faculty member's Comments:**

**Signature of Faculty Member** \_\_\_\_\_ **Date** \_\_\_\_\_

Your signature does not necessarily indicate that you are in agreement with the evaluation. Your signature only indicates that you have had the opportunity to review the evaluation and that you have discussed the content with your supervisor.

**Supervisors'/Chairs' Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments:**

**Deans' Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments:**