

FACULTY MEMBER NAME: _____

PERIOD COVERED: 2005-06 2006-07 2007-08 2008-09**Parts III – VIII are to be completed by the department chairperson.****III.** Give the date of inspection of the faculty member's official personnel file. _____

Prior to completing Parts III – VIII, did you consult with the faculty member specifically for the purpose of discussing his/her performance during this evaluation period?

If Yes, date _____ No _____

IV. Chairperson's Comments: The following is a partial list of the faculty member's duties which should be considered by the chairperson. Items which illustrate the faculty member's strengths or weaknesses should be elaborated upon on Page 8.

The faculty member:

1. appeared for scheduled classes except in the case of absences approved by the chairperson.
2. returned at least one item of graded student work prior to the deadline for students to withdraw from a course.
3. retained student materials which were not returned to students in a course through the end of the following semester.
4. scheduled and kept a minimum of five office hours per week.
5. provided students with and adhered to a written course outline, including policies on grading and class attendance.
6. assigned grades responsibly.
7. explained grades to students if so requested.
8. organized his or her courses effectively.
9. made demands in the quantity and quality of student work which were appropriate to the course level.
10. adhered to the course description in each course taught.
11. emphasized only matters germane to her or his discipline and the course in teaching.
12. supervised conference courses and/or individual study courses responsibly.
13. provided satisfactory academic advisement/counseling to students.
14. treated students with courtesy and respect.
15. kept abreast of developments in his or her field of specialization.
16. produced scholarly contributions to her or his discipline.
17. satisfactorily completed planned work during a sabbatical, faculty improvement leave, research professor appointment, or teaching load reduction for professional development or research.
18. attended and participated in professional meetings and conferences.
19. attended and participated in department colloquia and other department-sponsored academic/ professional events.
20. was willing to accept assignments to committees or other forms of department, college, and University service, including especially time-consuming activities.
21. attended meetings of the department and department committees.
22. attended college meetings and college committee meetings.

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- 23. attended meetings of other committees of which he or she was a member.
- 24. attended commencement as scheduled.
- 25. complied with the University policy on outside employment.
- 26. made a satisfactory effort to respond to recommendations for improvement in the previous evaluation.
- 27. met other appropriate duties.

DESCRIPTION AND DOCUMENTATION RELATIVE TO STRENGTHS OR WEAKNESSES OF FACULTY MEMBER:

V. SUMMARY EVALUATION OF FACULTY PERFORMANCE BY CHAIRPERSON:

TEACHING:	SCHOLARSHIP:	UNIVERSITY SERVICE:
_____ Very Strong	_____ Very Strong	_____ Very Strong
_____ Strong	_____ Strong	_____ Strong
_____ Satisfactory	_____ Satisfactory	_____ Satisfactory
_____ Weak	_____ Weak	_____ Weak
_____ Very Weak	_____ Very Weak	_____ Very Weak

VI. PROGRESS TOWARD TENURE *(for probationary tenure-track faculty only):*
Provide justification for your judgment.

SATISFACTORY _____ UNSATISFACTORY _____

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VII. RECOMMENDATIONS (Required):

Give your recommendations to the faculty member to sustain and/or improve his/her performance in teaching, scholarship, and University service during the next evaluation period. Recommendations for improvement must be given in the case of weak or very weak ratings in Section V.

VIII. Comment by Chairperson (Optional):

Signature of Chairperson (**Required**)

(Date)