FACULTY PERFORMANCE APPRAISAL

Name __________________________________________ Appraisal year: __________________________

I concur with the faculty member's goals for the upcoming academic year. ___ yes ___ no (explain below)

I. EVALUATION PROFILE: Circle the phrase which best describes the faculty member’s performance in the following areas:

Teaching:

<table>
<thead>
<tr>
<th>Significant Accomplishments</th>
<th>Exceeds Expectations</th>
<th>Effective (Meets expectations)</th>
<th>Needs Improvement</th>
</tr>
</thead>
</table>

Scholarship/Creative Activity

<table>
<thead>
<tr>
<th>Significant Accomplishments</th>
<th>Exceeds Expectations</th>
<th>Active (Meets expectations)</th>
<th>Inactive</th>
</tr>
</thead>
</table>

Service

<table>
<thead>
<tr>
<th>Significant Accomplishments</th>
<th>Exceeds Expectations</th>
<th>Active (Meets expectations)</th>
<th>Inactive</th>
</tr>
</thead>
</table>

Administrative Performance (if applicable)

Taken from Administrative Performance Review, attached to the faculty record.

<table>
<thead>
<tr>
<th>Significant Accomplishments</th>
<th>Exceeds Expectations</th>
<th>Effective (Meets expectations)</th>
<th>Needs Improvement</th>
</tr>
</thead>
</table>

II. EVALUATION NARRATIVE: The purpose of the narrative is to explain and support the ratings assigned above. It is not necessary to summarize the faculty member's record. Instead, evaluate the quality of the faculty member's work as a teacher, scholar/artist, and community member in the context of departmental trends and norms, standards in the profession, and faculty workload (e.g. teaching, advising). Evaluate the faculty member's progress on last year's goals and use of reassigned-time, if provided, and comment on the faculty member's goals for the upcoming year. Because annual evaluation is formative as well as summative, please indicate any areas for improvement and any recommendations for specific actions that should be taken.
CHAIR MERIT RECOMMENDATION

The merit recommendation should be consistent with the description of merit categories in section 3.4.3 of the Faculty Handbook and should incorporate performance in any administrative assignment such as department chair or program director, as documented in the Administrative Performance Appraisal.

_____ Superior  _____ Accomplished  _____ Standard  _____ Below Standard

_____ Request for salary base adjustment for equity

Rationale for base adjustment for equity:

Signature: ___________________________________________ Date: __________________

Chair or Program Director

Request conference with Dean: _____ (required in the event of non-concurrence with faculty goals)

FACULTY NOTIFICATION

I have read and had the opportunity to discuss this document with my department chair or program director. My signature does not necessarily indicate approval.

Signature: ___________________________________________ Date: __________________

(To be signed and returned to the chair/director before forwarding to the Dean.)

Request conference with Dean to discuss Chair’s Evaluation: _____

DEAN RECOMMENDATION

When the Dean has a concern about a Chair’s recommendation, s/he will consult with the Chair. If the Dean disagrees with the Chair’s recommendation, s/he provides written notice to both the Chair and the faculty member of the change in recommendation and of his/her rationale. The Dean, in consultation with the Provost, may select any faculty member for "Exceptional Merit Recognition.”

Concur / disagree with the Chair's/Director's recommendation.

Final recommendation:

_____ Exceptional  _____ Superior  _____ Accomplished  _____ Standard  _____ Below Standard

Signature: ___________________________________________ Date: __________________

APPEAL TO THE PROVOST

A faculty member may appeal the recommendation of the Dean to the Provost within ten working days of receipt of the Dean’s recommendation.