

# 2023 ANNUAL FACULTY EVALUATION

Name \_\_\_\_\_  
 Date \_\_\_\_\_  
 Present Rank \_\_\_\_\_

Department \_\_\_\_\_  
 Tenure Date \_\_\_\_\_  
 Date Rank Assigned \_\_\_\_\_

*Near the end of the academic year, each departmental chairperson will evaluate the performance of every faculty member in that department. Prior to completing the rating form, the chair should work with the faculty member to summarize annual accomplishments in the areas of responsibility agreed to in the Annual Goals & Planning Document (AGP) as well as other relevant data.*

**Please DO NOT mark your ratings on the lines between the columns. You MUST indicate your ratings IN the appropriate box**

## CONTRIBUTION TO UNIVERSITY MISSION

**Degree of  
Emphasis:**

**Teaching**

(      )

**Advisement**

(      )

**Research/Scholarship/Creative  
Activity**

(      )

**Service/Outreach**

(      )

**Administration**

(      )

**Other (detailed in comments)**      (      )

Chairperson's Ratings <sup>1</sup>				
Outstanding <sup>2</sup>	High <sup>3</sup>	Good <sup>3</sup>	Acceptable <sup>3</sup>	Unacceptable <sup>2</sup>

**OVERALL**

**DEAN'S OVERALL RATINGS<sup>(4)</sup>**

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Comments of Chairperson:<sup>(5)</sup>

Signature: \_\_\_\_\_

Comments of Faculty Member:

Signature:<sup>(6)</sup> \_\_\_\_\_

Comments of the Dean:

Signature: \_\_\_\_\_

- (1) Evaluation by the chairperson shall be with respect to all faculty in the department.
- (2) Entries in these categories must be documented by the chairperson. An overall rating of unacceptable must be supported by ratings of unacceptable in a major portion of the faculty member's load or by documentation of significant problems in the "other" category.
- (3) A majority of the faculty in each department should have an overall rating in one of these categories.
- (4) Evaluation by the Dean shall be with respect to all faculty in the college.
- (5) For tenure-track faculty, the chairperson shall (after consultation with the tenured faculty) comment as to whether or not the faculty member is making satisfactory progress toward achieving tenure and shall make suggestions for improvement relative to this goal. A copy of the tabulation of the tenure-track review ballots (including areas of strength and weakness) and the typed version of the tenured faculty members' comments shall be attached to this form.
- (6) Indicates that faculty member has read and received a copy of this evaluation and has been given an opportunity to discuss the evaluation with the chairperson. A copy of the evaluation shall be given to the faculty member after the dean's comments are completed.

At the end of each evaluation period, the Office of Institutional Assessment, Research and Effectiveness shall provide feedback to each faculty member, chair and dean concerning the mean and standard deviation of overall evaluation scores in each department and in each college.

Please refer to Tenured Faculty Policy No. 207 at the following link:

<https://tntech.policytech.com/dotNet/documents/?docid=1119>

## 2024 ACTIVITIES AND GOALS PLANNING DOCUMENT

\_\_\_\_\_  
Faculty Member (Please print or type)

\_\_\_\_\_  
Department/Unit

Each faculty member and the administrator to whom he/she immediately reports shall determine in a cooperative fashion the activities and percentage of effort in each workload area for the coming calendar year. **Deadline to file: Beginning January 15<sup>th</sup> of each year.**

### Teaching

Expected Teaching Load <sup>1</sup> (ex. 3+2): _____ Do you expect to receive a course load reduction in the coming year? ( Y / N )	% of Effort: _____
<p><b>Desired Courses:</b> Specify courses that you wish to teach in the coming year and any course load reductions you expect including source of funding for release, if any.</p> <p>Spring (yyyy)_____:</p> <p>Fall (yyyy)_____:</p> <p>Other teaching (<i>optional</i>) (yyyy)_____:</p> <p>Course load reduction funding source, if any:</p>	
<p><b>Teaching goals for the year</b></p> <p>Specify improvement goals for the coming year, including means for measuring success, and resources needed, if any. Use right hand column to specify associated department, college, or university goals related to the stated goal, if any.</p>	
<i>Goal Description</i>	<i>Associated Department, Accreditation, College Goal or Personal Goal, if any</i>

<sup>1</sup> Expected teaching load before any course load reductions or buyouts.

### Research, Scholarship, or Creative Activities

% of Effort: _____
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**Current Projects:** List any ongoing research, scholarship, or creative activities that are currently ongoing. Please indicate number of students supported or supervised and funding source, if any.

**Research goals for the year**

Specify improvement goals for the coming year, including means for measuring success, and resources needed, if any. Use right hand column to specify associated department, college, or university goals related to the stated goal, if any.

<i>Goal Description</i>	<i>Associated Department or College Goal, if any</i>

**Advisement, Coaching, and Mentoring**

% of Effort: \_\_\_\_\_

**Advisement, Coaching, and Mentoring activities:** List any advising, coaching, or mentoring activities for the coming year.

**Advisement, Coaching, and Mentoring goals for the year**

Specify improvement goals for the coming year, including means for measuring success, and resources needed, if any. Use right hand column to specify associated department, college, or university goals related to the stated goal, if any.

<i>Goal Description</i>	<i>Associated Department or College Goal, if any</i>

**Service and Outreach**

% of Effort: \_\_\_\_\_

**Service and Outreach activities:** List any service and outreach activities for the coming year.

**Service and Outreach goals for the year**

Specify improvement goals for the coming year, including means for measuring success, and resources needed, if any. Use right hand column to specify associated department, college, or university goals related to the stated goal, if any.

*Goal Description*

*Associated Department or  
College Goal, if any*

**Administration**

% of Effort: \_\_\_\_\_

**Administration activities:** List any administration activities for the coming year.

**Administration goals for the year**

Specify improvement goals for the coming year, including means for measuring success, and resources needed, if any. Use right hand column to specify associated department, college, or university goals related to the stated goal, if any.

<i>Goal Description</i>	<i>Associated Department or College Goal, if any</i>

**Disclosure of outside employment**

By University policy, faculty members must notify their chairpersons/supervisors of outside and/or extra assignments. These include not only off-campus employment but also overload teaching, both on- and off-campus. Please check the appropriate response below:

- \_\_\_ I have notified my supervisor of anticipated outside employment.  
\_\_\_ I do not anticipate undertaking outside employment during the Spring and Fall semesters covered by this Activities and Goals Planning document.

Changes will be noted on my annual activities report.

**Signed** \_\_\_\_\_ **T#** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Faculty Member (Please sign)**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Administrator to whom he/she immediately reports**

\*Process and deadline: Forms should be completed and signed during the annual meeting between each faculty member and his/her chair or director. Copies should be filed in the departmental office **beginning January 15<sup>th</sup> of each year**. Individual forms may be revised at any time by mutual consent of the faculty member and his/her department chair. Faculty members beginning their employment at TTU in August will complete two forms, one covering their first Fall semester and one covering the next calendar year. Faculty members beginning in January will complete the form to cover their first academic year.



Definitions:

Normal teaching assignment

The assignment for any faculty member in the unit who is not receiving special released time for additional administration, research, service, or a leave of absence.

Teaching

Applies to any strategy in which information is imparted so that others may learn, and may include, but is not limited to, a variety of techniques including instruction, mentoring, development of course materials or courseware, and development of innovative approaches to instruction.

Advisement

Includes the time devoted to student advisement by any faculty member who has been officially appointed as Faculty Advisor to undergraduate or graduate students.

Research/Scholarship/Creative Activity

Applies to the studious inquiry, examination or discovery that contributes to disciplinary and interdisciplinary bodies of knowledge. Research/scholarship/creative activity may include, but is not limited to, disciplinary and interdisciplinary activities that focus on the boundaries of knowledge, field-based scholarship, and creative activities (e.g., film making, performances, or other artistic creations).

Service/Outreach

Applies to involvement within the community as defined by the University's role and mission, service to the University, service within the bounds of the faculty member's discipline and budgeted assignment, and for which the faculty member is given teaching equivalency time.

Administration

Includes the percentage of time devoted to administrative activities in this account number for which a faculty member is given teaching equivalency time.

Outside Employment Defined as "outside of and in addition to normal work assignments and responsibilities" and includes teaching or consulting for organizations other than TTU