FACULTY ANNUAL EVALUATION PROCESS

The annual evaluation process is outlined in the Faculty Handbook Section 4.5.2.

There are two parts of the annual evaluation process.

- **Evaluation of Previous Year’s Activities (FEC/Dir.):** Once you have reviewed the report, you will be asked to acknowledge that you have received the report and discussed it, if applicable, with the Faculty Evaluation Committee/Dir. This does not mean that you concur with the ratings and comments in the report, only that you have received it. Consult the Faculty Handbook regarding the process to appeal the final annual review report.

- **Establish Professional Objectives (School Dir. Only):** This meeting is with the school director only to discuss your goals for next year and annual objectives.

**Evaluation Period**

In the spaces below, please record your narratives about your progress. You should also review the Annual Evaluation Report for completeness and accuracy. If you notice any missing activities from the past academic year, please go to Activities, add your missing contributions, and switch back to Workflow. Then simple refresh the report and continue.

**Research/Scholarship/Creative Activities Self-Evaluation Narrative**

**Goals and progress for year under review**
Goals for next year

Evidence of Research/Scholarship/Creative Activities

Teaching Self-Evaluation Narrative

Reflection on Teaching

Teaching Goals and progress for calendar year under review

Goals for next calendar year
You will only need to upload the student course evaluations from Spring 2019 and Fall 2019. Spring 2020 will be accessed within Digital Measures - more information to come.
Reassigned Time (if applicable in your unit)

Reassigned Time Information and Comments

Reassigned time narrative

Additional Information/Portfolio/Artifact
Enter any supplemental information that you think is relevant for your review. Make sure to note why it's important to consider as part of the evaluation.

Supplemental Information and Comments
OVERALL EVALUATION

RESEARCH/CREATIVE ACTIVITIES

- Does Not Meet Expectations
- Meets Expectations
- Exceeds Expectations

Comments on Research/Creative Activities

TEACHING

- Does Not Meet Expectations
- Meets Expectations
- Exceeds Expectations

Comments on Teaching

SERVICE

- Does Not Meet Expectations
- Meets Expectations
- Exceeds Expectations

Comments on Service
**OVERALL Noteworthy Activities and Remarks**

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**Governance Option**

**FACULTY EVALUATION COMMITTEE (FEC) VERIFICATION** (In accordance with Faculty Handbook 4.5.3 - Transmittal to the Dean)

For **Option 2** and **Option 3**, in the space below, the FEC Committee chair will enter the overall count for concurrence or dissent by the committee. The committee chair shall retain the signed concurrence or dissent from the committee members.

Example:

Member 1 (chair), Member 2, Member 3

Concur = 2

Dissent = 1

**Committee Information**

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**Name of FEC Chair**

**Optional**

Drop files here or click to upload