All departments use the same document.

Rev. 2016

REPORT OF ANNUAL EVALUATION FOR NONTENURE-TRACK FACULTY

**Position:** Choose an item. **Calendar Year**: Click here to enter text.

**Date of Annual Evaluation:** Click here to enter a date. **Faculty Member:** Click here to enter text.

**Department Chair/Evaluator:** Click here to enter text. **Academic Unit:** Choose an item.

# Faculty Qualifications

The College of Business at Southern Miss is committed to maintaining and strategically deploying faculty who collectively and individually demonstrate academic and professional engagement that sustains the intellectual capital necessary to support high-quality outcomes consistent with its mission and strategies. Because of this commitment, part of the annual evaluation process involves examination of each faculty member’s qualifications during the evaluation year (looking back) and an evaluation of what will be required during the current year to maintain qualification.

|  |  |  |  |
| --- | --- | --- | --- |
| Faculty Qualification | Requirements for Sustained Qualifications | During Evaluation Year | Current |
| Scholarly Academic (SA) | 2 PRJs & 2 scholarly activities in 5 yrs |[ ] [ ]
| Practice Academic (PA) | 1 PRJ & 3 engagement activities (2 must be professional) in 5 yrs |[ ] [ ]
| Scholarly Practitioner (SP) | 2 ICs & 3 engagement activities in 5 yrs |[ ] [ ]
| Instructional Practitioner (IP) | 4 engagement activities (3 must be professional) in 5 yrs |[ ] [ ]
| Other |  |[ ] [ ]

Required action to maintain qualification:

Click here to enter text.

# ANNUAL EVALUATION RATINGS

Evaluate each criterion and assign the appropriate rating using the scale below.

*Exceptional=5, Meritorious=4.0-4.9, Good=3.0-3.9, Satisfactory=2.0-2.9, Unsatisfactory=1.0-1.9*

*(Double-click on table to enter ratings and appropriate weight for faculty member)*



Overall, the performance of this faculty member is:

* Exceptional (surpasses expectations on all performance indicators, i.e., Overall rating =5)
* Meritorious (meets or exceeds expectations on most criteria, i.e., Overall rating between 4.0-4.9)
* Good (meets expectations on most of the criteria, i.e., Overall rating between 3.0-3.9)
* Satisfactory (needs to improve on a few criteria, i.e., between 2.0-2.9)
* Unsatisfactory (does not meet expectations, i.e., ≤ 1.9)

# Narrative Elements

## Notes from Observer of Faculty Member in the Classroom (if applicable)

Click here to enter text.

## Faculty Member’s Comments

Click here to enter text.

## Department Chair or Evaluator’s Comments

Click here to enter text.

Department Chair Date

I have received a copy of the evaluation report.

Faculty Member Date

**PERFORMANCE STANDARDS AND PROMOTION REQUIREMENTS**

**Instructors, Lecturers, And Senior Lecturers**

**Minimum Performance Expectations**

To receive a satisfactory evaluation as an Instructor, faculty in this category must: 1) demonstrate at least adequate teaching as evidenced by student teaching evaluations, review of materials such as syllabi, on-line materials, lecture materials, etc., and/or direct observation of teaching performance; 2) provide adequate service to the department, college, or university and 3) must engage in sufficient professional activities within the five-year period as needed to sustain IP status as defined in table 1 of the USM College of Business Faculty Handbook. Performance ratings for faculty in this category will be weighted 65% for teaching and 35% for service/professional development. Faculty in this category who engage in scholarly activity may be eligible for promotion to Lecturer and/or Senior Lecturer as described below.

To receive a satisfactory evaluation as a Lecturer or Senior Lecturer category must: 1) demonstrate teaching excellence as evidenced by student teaching evaluations, review of materials such as syllabi, on-line materials, lecture materials, etc., and/or direct observation of teaching performance; 2) provide substantial service to the department, college, or university and 3) must engage in sufficient scholarly activities within the five-year period as needed to sustain SP status as defined in table 1 of the USM College of Business Faculty Handbook. Performance ratings for faculty in this category will be weighted 60% for teaching, 20% for scholarly activity, and 20% for service/professional development.

**Requirements for Promotion**

From Instructor to Lecturer:

Individuals appointed as Instructor are eligible to apply for promotion to Lecturer during their fifth year of service as an Instructor. Faculty members must demonstrate a continuous record of teaching excellence coupled with contributions to departmental/college/university service and scholarly activities to include at least two intellectual contributions and three engagement activities within the five-year period as needed to sustain SP status as defined in table 1 of the USM College of Business Faculty Handbook.

From Lecturer to Senior Lecturer:

Individuals are eligible to apply for promotion to Senior Lecturer during their fifth year of service as a Lecturer. Faculty members must demonstrate excellent and innovative teaching coupled with notable contributions to departmental/college/university service and scholarly activities to include at least two additional intellectual contributions and three engagement activities needed to sustain SP status as defined in table 1 of the USM College of Business Faculty Handbook within the five-year period.

**Teaching Professors**

**Minimum Performance Expectations**

To receive a satisfactory evaluation, faculty in this category must: 1) demonstrate at least adequate teaching as evidenced by student teaching evaluations, review of materials such as syllabi, on-line materials, lecture materials, etc., and/or direct observation of teaching performance; 2) provide adequate service to the department, college, or university; and 3) must engage in scholarly and/or professional activities needed to sustain SA, PA, or SP faculty status. Performance ratings for faculty in this category will be weighted 50% for teaching, 30% for scholarly activity, and 20% for service/professional development.

**Requirements for Promotion**

From Assistant Teaching Professor to Associate Teaching Professor:

Individuals appointed as Assistant Teaching Professor are eligible to apply for promotion to Associate Teaching Professor during their fifth year of service as an Assistant Teaching Professor. Faculty members must demonstrate excellent and innovative teaching coupled with contributions to departmental/college/university service and scholarly activities to include at least two peer reviewed journal publications and six engagement activities as defined in table 1 of the USM College of Business Faculty Handbook within the five-year period.

From Associate Teaching Professor to Teaching Professor:

Individuals are eligible to apply for promotion to Teaching Professor during their fifth year of service as an Associate Teaching Professor. Faculty members must demonstrate excellent and innovative teaching coupled with contributions to departmental/college/university service and scholarly activities to include at least two additional peer reviewed journal publications and six additional engagement activities as defined in table 1 of the USM College of Business Faculty Handbook within the five-year period.

**Professors of Practice**

**Minimum Performance Expectations**

To receive a satisfactory evaluation, faculty in this category must: 1) demonstrate at least adequate teaching as evidenced by student teaching evaluations, review of materials such as syllabi, on-line materials, lecture materials, etc., and/or direct observation of teaching performance; and 2) provide adequate service to the department, college, or university. Performance ratings for faculty in this category will be weighted 65% for teaching and 35% for service/professional development.