COLLEGE OF NURSING
REPORT OF FACULTY ANNUAL EVALUATION
CALENDAR YEAR Click here to enter text.
Assistant Teaching Professor
[Non-Tenure Track Promotable]

Faculty Member: Click here to enter text. **Rank:** Click here to enter text.
Academic Unit: Click here to enter text. **Years of Service at USM:** Click here to enter text.
FT Teaching Experience: Click here to enter text. **Date of Evaluation:** Click here to enter text.
The evaluation rating for each category during the annual review is provided below

TEACHING _____%				
	RATING CATEGORY IN TEACHING (__%)	**Meets Expectations**	**Does Not Meet Expectations**	**SELF EVALUATION** 1. **STEP 1: In each category, highlight the box that best describes how you rate yourself** 2. **STEP 2: Briefly describe/list below how you have met this criterion, if applicable**
TEACHING	**Adherence with Policies**	Adheres to University, College & Department policies, procedures / regulations	Does not adhere to University, College & Department policies, procedures/ regulations	
	Peer Evaluation for Teaching	Annual Peer Evaluation for Teaching is positive	No Annual Peer Evaluation for Teaching or Annual Peer Evaluation for Teaching is negative	
	Course Evaluations	Submits Course Evaluation Summaries for all courses to Curriculum Committee on an annual basis	Does not submit Course Evaluation Summaries for all courses to Curriculum Committee on an annual basis	
	Continuing Education	Provides evidence that 10 continuing education units have been completed on an annual basis	Does not provide evidence that 10 continuing education units have been completed on an annual basis	
	Health related information	Assures that all health related information (immunizations and TB test results) is current and on file with the department administrative assistant on an annual basis	Does not assume responsibility for assuring that all health related information (Immunizations and TB test results) is current and on file with the department administrative assistant on an annual basis	
	Professional information	Assures that all professional related information (MS professional nursing license,	Does not assume responsibility for assuring that all professional related information (MS	

		advanced practice license, and certifications) are current and on file with the department administrative assistant on an annual basis	professional nursing license, advanced practice license, and certifications) are current and on file with the department administrative assistant on an annual basis	
	Availability to Students	Maintains office hours and is available to meet with students	Does not maintain office hours and is not consistently available to meet with students	
		Note that an unsatisfactory evaluation score will be awarded in the teaching category if any of the above required criteria are not met.		

	Rating Category	**Excellent 5.0**	**Good 4.0**	**Satisfactory 3.0**	**NI 2.0**	**Unsatisfactory 1.0**	**SELF EVALUATION**
TEACHING	**Rating Category Definitions**	**Meets 3 Good Criteria PLUS 2 of the following:**	**Meets 3 Satisfactory Criteria PLUS 2 of the following:**	**Meets Needs Improvement Criteria PLUS 2 or more of the following:**	**Meets Needs Improvement (NI) Criteria**	**Fails to meet Satisfactory Criteria**	**1. STEP 1: In each category, highlight how you rate yourself** **2. STEP 2: Briefly describe/list how you have met this criterion, if applicable**
	SOAR Course Evaluations	SOAR Course Evaluations mean score is 4.5-5.0 for "overall rating of instructor" per year for all courses	SOAR Course Evaluations mean score is 4.0-4.4 for "overall rating of instructor" per year for all courses	SOAR Course Evaluations mean score is 3.5-3.9 for "overall rating of instructor" per year for all courses	SOAR Course Evaluations mean score is 3.0-3.4 for "overall rating of instructor" per year for all courses	SOAR Course Evaluations mean score is less than 3.0 for "overall rating of instructor" per year for all courses	
	Creativity in Teaching	Consistently uses and develops a variety of creative instructional methods	Develops applied projects/exercises for courses	Uses creative instructional methods	Uses a variety of instructional methods	Uses only one instructional method	
	Updates Materials in Courses	Designs +/or initiates substantive renovations in all course(s) and updates materials	Designs +/or initiates substantive renovations in some but not all course(s) and updates	Designs +/or initiates substantive renovations in 1 course(s) and	Updates course materials based on course evaluations	Does not to update course materials	

		based on evaluations	materials based on evaluations	updates materials based on evaluations			

SERVICE _____%				
SERVICE	**RATING CATEGORY IN SERVICE (__%)**	**Meets Expectations**	**Does Not Meet Expectations**	**SELF EVALUATION** **3. STEP 1: In each category, highlight the box that best describes how you rate yourself** **4. STEP 2: Briefly describe/list below how you have met this criterion, if applicable**
	Attendance	Attends required meetings in department, college, and university	Does not attend required meetings in department, college, and university	
		Note that an unsatisfactory evaluation score will be awarded in the service category if the required criterion listed above is not met.		

SERVICE	**Rating Category**	**Excellent 5.0**	**Good 4.0**	**Satisfactory 3.0**	**NI 2.0**	**Unsatisfactory 1.0**	**SELFEVALUATION**
	Rating Category Definitions	**Meets 3 Good Criteria PLUS 2 of the following:**	**Meets 3 Satisfactory Criteria PLUS 2 of the following:**	**Meets Needs Improvement Criteria PLUS 3 or more of the following:**	**Meets Needs Improvement (NI) Criteria**	**Fails to meet Satisfactory Criteria**	**1. STEP 1: In each category, highlight how you rate yourself** **2. STEP 2: Briefly describe/list how you have met this criterion, if applicable**
	Committee Engagement	Serves as leader on a University, College, Department or Campus Committee and serves as a member on various committees	Serves as member on at least three University, College, Department and/or Campus Committees	Serves as a member on at least two University, College, Department and/or Campus Committees	Serves as a member on at least 1 College or Department committee or taskforce	Does not serve on a College or Department committee or taskforce	
	Collegial Support	Provides support to multiple colleagues	Provides support to multiple colleagues	Provides support to a colleague in	Provides support to colleagues	Does not provide support to	

		in helping them to improve their teaching, service or research skills	in helping them to improve their teaching or service or research skills	helping him/her to improve his/her teaching or service skills		colleagues	
	Community Engagement	Provides leadership guidance and direction to community organizations	Provides leadership guidance and direction to a community organization	Consistently engages in community service	Engages in occasional community service events	Does not engage in community service	
	Professional Engagement	Serves as an officer of a national, state, regional or local professional organization and serves as editor or reviewer for publisher	Serves as a member of a national, state, regional or local professional organization or serves as editor or reviewer for publisher	Serves as a member of a state, regional or local professional organization or serves as editor or reviewer for publisher	Serves as a member of a regional or local professional organization	Does not engage in a national, state, regional or local professional organization	

RESEARCH & SCHOLARSHIP _____%							
RESEARCH	**RATING CATEGORY IN TEACHING (__%)**	**Meets Expectations**		**Does Not Meet Expectations**			**SELFEVALUATION** **1. STEP 1: In each category, highlight the box that best describes how you rate yourself** **2. STEP 2: Briefly describe/list below how you have met this criterion, if applicable**
	Program of Research	Has an identified program of research		Does not have an identified program of research			
		Note that an unsatisfactory evaluation score will be awarded in the research/scholarship category if of the above required criterion is not met.					
	Rating Category	**Excellent 5.0**	**Good 4.0**	**Satisfactory 3.5-3.9**	**NI 2.0**	**Unsatisfactory 1.0**	**SELFEVALUATION** **1. STEP 1: In each category, highlight how you rate yourself** **2. STEP 2: Briefly**
	Rating Category Definitions	**Meets 3 Good Criteria PLUS 2 of the following:**	**Meets 3 Satisfactory Criteria PLUS 3 of**	**Meets Needs Improvement Criteria PLUS 3 or**	**Meets Needs Improvement (NI) Criteria**	**Fails to meet Satisfactory Criteria**	

			the following:	**more of the following:**			**describe/list how you have met this criterion, if applicable**
	Publications	3 or more publications	2 publications	1 publication	Submits at least 1 manuscript for publication	Does not submit a manuscript for publication	
	Presentations	Presents 3 or more presentations at an International, National or State professional conference	Presents 2 presentations at an International, National or State professional conference	Presents at an International, National, Regional or State professional conference	Submits at least 1 abstract for presentation at professional conference or attends at least 1 professional conference	Does not attend an International, National, State or regional professional conference	
	External Grants	Receives an external grant as a primary investigator	Receives an external grant as a co-investigator	Submits an external grant	Readies an external grant for submission	Does not engage in submitting an external grant	
	Internal Grants	Receives an internal grant as a primary investigator	Receives an internal grant as a co-investigator	Submits an internal grant	Readies an internal grant for submission	Does not engage in submitting an internal grant	
	Research	Dissemination of research or translation results	Engagement in data analysis or analysis of translation project	Active engagement in data collection or active engagement of translation of research into practice	Submission of IRB for research study or proposal for translation of evidence into practice	No evidence of active research or translation of research into practice	

TABLE OF COURSES TAUGHT DURING THE EVALUATION TIME PERIOD						
	SPRING SEMESTER – YEAR _____					
COURSE NUMBER	**TITLE**	**YOUR ASSIGNED CREDIT HOURS**	**YOUR ASSIGNED TEACHING LOAD IN CLOCK HOURS**	**COURSE COORD (Y/N)**	**TEAM TAUGHT (Y/N)**	**ENROLLMENT**

TABLE OF COURSES TAUGHT DURING THE EVALUATION TIME PERIOD						
	SUMMER SEMESTER – YEAR _____					
COURSE NUMBER	**TITLE**	**YOUR ASSIGNED CREDIT HOURS**	**YOUR ASSIGNED TEACHING LOAD IN CLOCK HOURS**	**COURSE COORD (Y/N)**	**TEAM TAUGHT (Y/N)**	**ENROLLMENT**

TABLE OF COURSES TAUGHT DURING THE EVALUATION TIME PERIOD						
	FALL SEMESTER – YEAR _____					
COURSE NUMBER	**TITLE**	**YOUR ASSIGNED CREDIT HOURS**	**YOUR ASSIGNED TEACHING LOAD IN CLOCK HOURS**	**COURSE COORD (Y/N)**	**TEAM TAUGHT (Y/N)**	**ENROLLMENT**

SUMMARY OF ANNUAL EVALUATION
The University of Southern Mississippi College of Nursing

Academic Year: _____

Faculty: _____
Rank: _____
Tenured: ___YES ___NO: Years in Service at USM: _____
Date of Annual Evaluation: _____

	TEACHING Score Based on xx%	**RESEARCH/ SCHOLARSHIP Score Based on: xx%**	**SERVICE Score Based on: xx %**	**TOTAL Scored based on: 100%**
Excellent/Far exceeds Expectations (5)				
Good/Exceeds Expectation (4)				
Satisfactory/Meets Expectations (3)				
Needs Improvement/ Below Expectations (2)				
Unsatisfactory/Far Below Expectations (1)				
TOTAL				

COLLEGE OF NURSING
REPORT OF FACULTY ANNUAL EVALUATION
CALENDAR YEAR Click here to enter text.
Associate Teaching Professor
[Non-Tenure Track Promotable]

Faculty Member: Click here to enter text. **Rank:** Click here to enter text.
Academic Unit: Click here to enter text. **Years of Service at USM:** Click here to enter text.
FT Teaching Experience: Click here to enter text. **Date of Evaluation:** Click here to enter text.
The evaluation rating for each category during the <u>annual review</u> is provided below

TEACHING _____%				
	RATING CATEGORY IN TEACHING (__%)	**Meets Expectations**	**Does Not Meet Expectations**	**SELF EVALUATION** 1. **<u>STEP 1</u>: In each category, highlight the box that best describes how you rate yourself** 2. **<u>STEP 2</u>: Briefly describe/list below how you have met this criterion, if applicable**
TEACHING	**Adherence with Policies**	Adheres to University, College & Department policies, procedures / regulations	Does not adhere to University, College & Department policies, procedures/ regulations	
	Peer Evaluation for Teaching	Annual Peer Evaluation for Teaching is positive	No Annual Peer Evaluation for Teaching or Annual Peer Evaluation for Teaching is negative	
	Course Evaluations	Submits Course Evaluation Summaries for all courses to Curriculum Committee on an annual basis	Does not submit Course Evaluation Summaries for all courses to Curriculum Committee on an annual basis	
	Continuing Education	Provides evidence that 10 continuing education units have been completed on an annual basis	Does not provide evidence that 10 continuing education units have been completed on an annual basis	
	Health related information	Assures that all health related information (immunizations and TB test results) is current and on file with the department administrative assistant on an annual basis	Does not assume responsibility for assuring that all health related information (Immunizations and TB test results) is current and on file with the department administrative assistant on an annual basis	
	Professional information	Assures that all professional related information (MS professional nursing license,	Does not assume responsibility for assuring that all professional related information (MS	

		advanced practice license, and certifications) are current and on file with the department administrative assistant on an annual basis	professional nursing license, advanced practice license, and certifications) are current and on file with the department administrative assistant on an annual basis	
	Availability to Students	Maintains office hours and is available to meet with students	Does not maintain office hours and is not consistently available to meet with students	
		Note that an unsatisfactory evaluation score will be awarded in the teaching category if any of the above required criteria are not met.		

	Rating Category	**Excellent 5.0**	**Good 4.0**	**Satisfactory 3.0**	**NI 2.0**	**Unsatisfactory 1.0**	**SELF EVALUATION**
TEACHING	**Rating Category Definitions**	**Meets 3 Good Criteria PLUS 2 of the following:**	**Meets 3 Satisfactory Criteria PLUS 2 of the following:**	**Meets Needs Improvement Criteria PLUS 3 or more of the following:**	**Meets Needs Improvement (NI) Criteria**	**Fails to meet Satisfactory Criteria**	**1. STEP 1: In each category, highlight how you rate yourself** **2. STEP 2: Briefly describe/list how you have met this criterion, if applicable**
	SOAR Course Evaluations	SOAR Course Evaluations mean score is 4.5-5.0 for "overall rating of instructor" per year for all courses	SOAR Course Evaluations mean score is 4.0-4.4 for "overall rating of instructor" per year for all courses	SOAR Course Evaluations mean score is 3.5-3.9 for "overall rating of instructor" per year for all courses	SOAR Course Evaluations mean score is 3.0-3.4 for "overall rating of instructor" per year for all courses	SOAR Course Evaluations mean score is less than 3.0 for "overall rating of instructor" per year for all courses	
	Creativity in Teaching	Consistently uses and develops a variety of creative instructional methods	Develops applied projects/exercises for courses	Uses creative instructional methods	Uses a variety of instructional methods	Uses only one instructional method	
	Updates Materials in Courses	Designs +/or initiates substantive renovations in all course(s) and updates materials	Designs +/or initiates substantive renovations in some but not all course(s) and updates	Designs +/or initiates substantive renovations in 1 course(s) and	Updates course materials based on course evaluations	Does not to update course materials	

		based on evaluations	materials based on evaluations	updates materials based on evaluations			

SERVICE _____%				
SERVICE	**RATING CATEGORY IN SERVICE (__%)**	**Meets Expectations**	**Does Not Meet Expectations**	**SELF EVALUATION** **3. STEP 1: In each category, highlight the box that best describes how you rate yourself** **4. STEP 2: Briefly describe/list below how you have met this criterion, if applicable**
	Attendance	Attends required meetings in department, college, and university	Does not attend required meetings in department, college, and university	
		Note that an unsatisfactory evaluation score will be awarded in the service category if the required criterion listed above is not met.		

SERVICE	**Rating Category**	**Excellent 5.0**	**Good 4.0**	**Satisfactory 3.0**	**NI 2.0**	**Unsatisfactory 1.0**	**SELFEVALUATION**
	Rating Category Definitions	**Meets 3 Good Criteria PLUS 2 of the following:**	**Meets 3 Satisfactory Criteria PLUS 2 of the following:**	**Meets Needs Improvement Criteria PLUS 3 or more of the following:**	**Meets Needs Improvement (NI) Criteria**	**Fails to meet Satisfactory Criteria**	**1. STEP 1: In each category, highlight how you rate yourself** **2. STEP 2: Briefly describe/list how you have met this criterion, if applicable**
	Committee Engagement	Serves as leader on a University, College, Department or Campus Committee and serves as a member on various committees	Serves as member on at least three University, College, Department and/or Campus Committees	Serves as a member on at least two University, College, Department and/or Campus Committees	Serves as a member on at least 1 College or Department committee or taskforce	Does not serve on a College or Department committee or taskforce	
	Collegial Support	Provides support to multiple colleagues	Provides support to multiple colleagues	Provides support to a colleague in	Provides support to colleagues	Does not provide support to	

		in helping them to improve their teaching, service or research skills	in helping them to improve their teaching or service or research skills	helping him/her to improve his/her teaching or service skills		colleagues	
	Community Engagement	Provides leadership guidance and direction to community organizations	Provides leadership guidance and direction to a community organization	Consistently engages in community service	Engages in occasional community service events	Does not engage in community service	
	Professional Engagement	Serves as an officer of a national, state, regional or local professional organization and serves as editor or reviewer for publisher	Serves as a member of a national, state, regional or local professional organization or serves as editor or reviewer for publisher	Serves as a member of a state, regional or local professional organization or serves as editor or reviewer for publisher	Serves as a member of a regional or local professional organization	Does not engage in a national, state, regional or local professional organization	

RESEARCH & SCHOLARSHIP _____%							
RESEARCH	**RATING CATEGORY IN TEACHING (__%)**	**Meets Expectations**		**Does Not Meet Expectations**			**SELFEVALUATION** **1. STEP 1: In each category, highlight the box that best describes how you rate yourself** **2. STEP 2: Briefly describe/list below how you have met this criterion, if applicable**
	Program of Research	Has an identified program of research		Does not have an identified program of research			
		Note that an unsatisfactory evaluation score will be awarded in the research/scholarship category if of the above required criterion is not met.					
	Rating Category	**Excellent 5.0**	**Good 4.0**	**Satisfactory 3.0**	**NI 2.0**	**Unsatisfactory 1.0**	**SELFEVALUATION** **1. STEP 1: In each category, highlight how you rate yourself** **2. STEP 2: Briefly**
	Rating Category Definitions	**Meets 3 Good Criteria PLUS 3 of the following:**	**Meets 3 Satisfactory Criteria PLUS 3 of**	**Meets Needs Improvement Criteria PLUS 3 or**	**Meets Needs Improvement (NI) Criteria**	**Fails to meet Satisfactory Criteria**	

			the following:	**more of the following:**			**describe/list how you have met this criterion, if applicable**
	Publications	3 or more publications	2 publications	1 publication	Submits at least 1 manuscript for publication	Does not submit a manuscript for publication	
	Presentations	Presents 3 or more presentations at an International, National or State professional conference	Presents 2 presentations at an International, National or State professional conference	Presents at an International, National, Regional or State professional conference	Submits at least 1 abstract for presentation at professional conference or attends at least 1 professional conference	Does not attend an International, National, State or regional professional conference	
	External Grants	Receives an external grant as a primary investigator	Receives an external grant as a co-investigator	Submits an external grant	Readies an external grant for submission	Does not engage in submitting an external grant	
	Internal Grants	Receives an internal grant as a primary investigator	Receives an internal grant as a co-investigator	Submits an internal grant	Readies an internal grant for submission	Does not engage in submitting an internal grant	
	Research	Dissemination of research or translation results	Engagement in data analysis or analysis of translation project	Active engagement in data collection or active engagement of translation of research into practice	Submission of IRB for research study or proposal for translation of evidence into practice	No evidence of active research or translation of research into practice	

TABLE OF COURSES TAUGHT DURING THE EVALUATION TIME PERIOD						
	SPRING SEMESTER – YEAR _____					
COURSE NUMBER	**TITLE**	**YOUR ASSIGNED CREDIT HOURS**	**YOUR ASSIGNED TEACHING LOAD IN CLOCK HOURS**	**COURSE COORD (Y/N)**	**TEAM TAUGHT (Y/N)**	**ENROLLMENT**

TABLE OF COURSES TAUGHT DURING THE EVALUATION TIME PERIOD						
	SUMMER SEMESTER – YEAR _____					
COURSE NUMBER	**TITLE**	**YOUR ASSIGNED CREDIT HOURS**	**YOUR ASSIGNED TEACHING LOAD IN CLOCK HOURS**	**COURSE COORD (Y/N)**	**TEAM TAUGHT (Y/N)**	**ENROLLMENT**

TABLE OF COURSES TAUGHT DURING THE EVALUATION TIME PERIOD						
	FALL SEMESTER – YEAR _____					
COURSE NUMBER	**TITLE**	**YOUR ASSIGNED CREDIT HOURS**	**YOUR ASSIGNED TEACHING LOAD IN CLOCK HOURS**	**COURSE COORD (Y/N)**	**TEAM TAUGHT (Y/N)**	**ENROLLMENT**

SUMMARY OF ANNUAL EVALUATION
The University of Southern Mississippi College of Nursing

Academic Year: _____

Faculty: _____
Rank: _____
Tenured: ___YES ___NO: Years in Service at USM: _____
Date of Annual Evaluation: _____

	TEACHING Score Based on xx%	**RESEARCH/ SCHOLARSHIP Score Based on: xx%**	**SERVICE Score Based on: xx %**	**TOTAL Scored based on: 100%**
Excellent/Far exceeds Expectations (5)				
Good/Exceeds Expectation (4)				
Satisfactory/Meets Expectations (3)				
Needs Improvement/ Below Expectations (2)				
Unsatisfactory/Far Below Expectations (1)				
TOTAL				

COLLEGE OF NURSING
REPORT OF FACULTY ANNUAL EVALUATION
CALENDAR YEAR Click here to enter text.
Teaching Professor
[Non-Tenure Track]

Faculty Member: Click here to enter text. **Rank:** Click here to enter text.
Academic Unit: Click here to enter text. **Years of Service at USM:** Click here to enter text.
FT Teaching Experience: Click here to enter text. **Date of Evaluation:** Click here to enter text.
The evaluation rating for each category during the annual review is provided below

TEACHING _____%				
TEACHING	**RATING CATEGORY IN TEACHING (__%)**	**Meets Expectations**	**Does Not Meet Expectations**	**SELF EVALUATION** 1. **STEP 1: In each category, highlight the box that best describes how you rate yourself** 2. **STEP 2: Briefly describe/list below how you have met this criterion, if applicable**
	Adherence with Policies	Adheres to University, College & Department policies, procedures / regulations	Does not adhere to University, College & Department policies, procedures/ regulations	
	Peer Evaluation for Teaching	Annual Peer Evaluation for Teaching is positive	No Annual Peer Evaluation for Teaching or Annual Peer Evaluation for Teaching is negative	
	Course Evaluations	Submits Course Evaluation Summaries for all courses to Curriculum Committee on an annual basis	Does not submit Course Evaluation Summaries for all courses to Curriculum Committee on an annual basis	
	Continuing Education	Provides evidence that 10 continuing education units have been completed on an annual basis	Does not provide evidence that 10 continuing education units have been completed on an annual basis	
	Health related information	Assures that all health related information (immunizations and TB test results) is current and on file with the department administrative assistant on an annual basis	Does not assume responsibility for assuring that all health related information (Immunizations and TB test results) is current and on file with the department administrative assistant on an annual basis	
	Professional	Assures that all professional related	Does not assume responsibility for assuring that	

	information	information (MS professional nursing license, advanced practice license, and certifications) are current and on file with the department administrative assistant on an annual basis	all professional related information (MS professional nursing license, advanced practice license, and certifications) are current and on file with the department administrative assistant on an annual basis	
	Availability to Students	Maintains office hours and is available to meet with students	Does not maintain office hours and is not consistently available to meet with students	
		Note that an unsatisfactory evaluation score will be awarded in the teaching category if any of the above required criteria are not met.		

	Rating Category	**Excellent 5.0**	**Good 4.0**	**Satisfactory 3.0**	**NI 2.0**	**Unsatisfactory 1.0**	**SELF EVALUATION**
TEACHING	**Rating Category Definitions**	**Meets 3 Good Criteria PLUS 2 of the following:**	**Meets 3 Satisfactory Criteria PLUS 2 of the following:**	**Meets Needs Improvement Criteria PLUS 3 or more of the following:**	**Meets Needs Improvement (NI) Criteria**	**Fails to meet Satisfactory Criteria**	**1. <u>STEP 1</u>: In each category, highlight how you rate yourself** **2. <u>STEP 2</u>: Briefly describe/list how you have met this criterion, if applicable**
	SOAR Course Evaluations	SOAR Course Evaluations mean score is 4.5-5.0 for "overall rating of instructor" per year for all courses	SOAR Course Evaluations mean score is 4.0-4.4 for "overall rating of instructor" per year for all courses	SOAR Course Evaluations mean score is 3.5-3.9 for "overall rating of instructor" per year for all courses	SOAR Course Evaluations mean score is 3.0-3.4 for "overall rating of instructor" per year for all courses	SOAR Course Evaluations mean score is less than 3.0 for "overall rating of instructor" per year for all courses	
	Creativity in Teaching	Consistently uses and develops a variety of creative instructional methods	Develops applied projects/exercises for courses	Uses creative instructional methods	Uses a variety of instructional methods	Uses only one instructional method	
	Updates Materials in Courses	Designs +/or initiates substantive renovations in all	Designs +/or initiates substantive renovations in some	Designs +/or initiates substantive	Updates course materials based on course	Does not to update course materials	

		course(s) and updates materials based on evaluations	but not all course(s) and updates materials based on evaluations	renovations in 1 course(s) and updates materials based on evaluations	evaluations		

SERVICE _____%				
SERVICE	**RATING CATEGORY IN SERVICE (__%)**	**Meets Expectations**	**Does Not Meet Expectations**	**SELF EVALUATION** **3. STEP 1: In each category, highlight the box that best describes how you rate yourself** **4. STEP 2: Briefly describe/list below how you have met this criterion, if applicable**
	Attendance	Attends required meetings in department, college, and university	Does not attend required meetings in department, college, and university	
		Note that an unsatisfactory evaluation score will be awarded in the service category if the required criterion listed above is not met.		

SERVICE	**Rating Category**	**Excellent 5.0**	**Good 4.0**	**Satisfactory 3.0**	**NI 2.0**	**Unsatisfactory 1.0**	**SELFEVALUATION**
	Rating Category Definitions	**Meets 3 Good Criteria PLUS 3 of the following:**	**Meets 3 Satisfactory Criteria PLUS 3 of the following:**	**Meets Needs Improvement Criteria PLUS 3 or more of the following:**	**Meets Needs Improvement (NI) Criteria**	**Fails to meet Satisfactory Criteria**	**1. STEP 1: In each category, highlight how you rate yourself** **2. STEP 2: Briefly describe/list how you have met this criterion, if applicable**
	Committee Engagement	Serves as leader on a University, College, Department or Campus Committee and serves as a member on various	Serves as member on at least three University, College, Department and/or Campus Committees	Serves as a member on at least two University, College, Department and/or Campus	Serves as a member on at least 1 College or Department committee or taskforce	Does not serve on a College or Department committee or taskforce	

		committees		Committees			
	Collegial Support	Provides support to multiple colleagues in helping them to improve their teaching, service or research skills	Provides support to multiple colleagues in helping them to improve their teaching or service or research skills	Provides support to a colleague in helping him/her to improve his/her teaching or service skills	Provides support to colleagues	Does not provide support to colleagues	
	Community Engagement	Provides leadership guidance and direction to community organizations	Provides leadership guidance and direction to a community organization	Consistently engages in community service	Engages in occasional community service events	Does not engage in community service	
	Professional Engagement	Serves as an officer of a national, state, regional or local professional organization and serves as editor or reviewer for publisher	Serves as a member of a national, state, regional or local professional organization or serves as editor or reviewer for publisher	Serves as a member of a state, regional or local professional organization or serves as editor or reviewer for publisher	Serves as a member of a regional or local professional organization	Does not engage in a national, state, regional or local professional organization	

RESEARCH & SCHOLARSHIP _____%							
RESEARCH	**RATING CATEGORY IN TEACHING (__%)**	**Meets Expectations**		**Does Not Meet Expectations**			**SELFEVALUATION** **1. STEP 1: In each category, highlight the box that best describes how you rate yourself** **2. STEP 2: Briefly describe/list below how you have met this criterion, if applicable**
	Program of Research	Has an identified program of research		Does not have an identified program of research			
		Note that an unsatisfactory evaluation score will be awarded in the research/scholarship category if of the above required criterion is not met.					
	Rating Category	**Excellent**	**Good**	**Satisfactory**	**NI**	**Unsatisfactory**	**SELFEVALUATION**

		5.0	4.0	3.0	2.0	1.0	1. **STEP 1: In each category, highlight how you rate yourself** 2. **STEP 2: Briefly describe/list how you have met this criterion, if applicable**
	Rating Category Definitions	**Meets 4 Good Criteria PLUS 3 of the following:**	**Meets 4 Satisfactory Criteria PLUS 3 of the following:**	**Meets Needs Improvement Criteria PLUS 3 or more of the following:**	**Meets Needs Improvement (NI) Criteria**	**Fails to meet Satisfactory Criteria**	
	Publications	3 or more publications	2 publications	1 publication	Submits at least 1 manuscript for publication	Does not submit a manuscript for publication	
	Presentations	Presents 3 or more presentations at an International, National or State professional conference	Presents 2 presentations at an International, National or State professional conference	Presents at an International, National, Regional or State professional conference	Submits at least 1 abstract for presentation at professional conference or attends at least 1 professional conference	Does not attend an International, National, State or regional professional conference	
	External Grants	Receives an external grant as a primary investigator	Receives an external grant as a co-investigator	Submits an external grant	Readies an external grant for submission	Does not engage in submitting an external grant	
	Internal Grants	Receives an internal grant as a primary investigator	Receives an internal grant as a co-investigator	Submits an internal grant	Readies an internal grant for submission	Does not engage in submitting an internal grant	
	Research	Dissemination of research or translation results	Engagement in data analysis or analysis of translation project	Active engagement in data collection or active engagement of translation of research into practice	Submission of IRB for research study or proposal for translation of evidence into practice	No evidence of active research or translation of research into practice	

TABLE OF COURSES TAUGHT DURING THE EVALUATION TIME PERIOD						
	SPRING SEMESTER – YEAR _____					
COURSE NUMBER	**TITLE**	**YOUR ASSIGNED CREDIT HOURS**	**YOUR ASSIGNED TEACHING LOAD IN CLOCK HOURS**	**COURSE COORD (Y/N)**	**TEAM TAUGHT (Y/N)**	**ENROLLMENT**

TABLE OF COURSES TAUGHT DURING THE EVALUATION TIME PERIOD						
	SUMMER SEMESTER – YEAR _____					
COURSE NUMBER	**TITLE**	**YOUR ASSIGNED CREDIT HOURS**	**YOUR ASSIGNED TEACHING LOAD IN CLOCK HOURS**	**COURSE COORD (Y/N)**	**TEAM TAUGHT (Y/N)**	**ENROLLMENT**

TABLE OF COURSES TAUGHT DURING THE EVALUATION TIME PERIOD						
	FALL SEMESTER – YEAR _____					
COURSE NUMBER	**TITLE**	**YOUR ASSIGNED CREDIT HOURS**	**YOUR ASSIGNED TEACHING LOAD IN CLOCK HOURS**	**COURSE COORD (Y/N)**	**TEAM TAUGHT (Y/N)**	**ENROLLMENT**

SUMMARY OF ANNUAL EVALUATION
The University of Southern Mississippi College of Nursing

Academic Year: _____

Faculty: _____
Rank: _____
Tenured: ___YES ___NO: Years in Service at USM: _____
Date of Annual Evaluation: _____

	TEACHING Score Based on xx%	**RESEARCH/ SCHOLARSHIP Score Based on: xx%**	**SERVICE Score Based on: xx %**	**TOTAL Scored based on: 100%**
Excellent/Far exceeds Expectations (5)				
Good/Exceeds Expectation (4)				
Satisfactory/Meets Expectations (3)				
Needs Improvement/ Below Expectations (2)				
Unsatisfactory/Far Below Expectations (1)				
TOTAL				