

< **Department chair Form**

CANCEL

APPLY

Annual Evaluation - Teaching

Article 7 - Faculty Rights and Responsibilities

Key:

- **Satisfied** = There is evidence that faculty member **has** satisfied this requirement.
- **Assumed** = There is no evidence available, the faculty member is assumed to be satisfying the requirement
- **Not Satisfied** = There is evidence that the faculty member has **not** satisfied the requirement

Note: Satisfied & Assumed Satisfied are scored the same.

Assigned textbooks and other teaching material by the appropriate deadlines. *
(Article 7.7)

Satisfied Assumed Not Satisfied N/A

REVIEW: Scheduled course examinations, papers, or other components of the course grade in a timely manner. (Article 7.8.2) *

Satisfied Assumed Not Satisfied N/A

Submitted final course grades by the deadline published by the Office of the Provost and Registrar's Office. (Article 7.8.3) *

Satisfied Assumed Not Satisfied N/A

Submitted midterm course grades by the deadline published by the Office of the Provost and Registrar's Office. (Article 7.8.3) *

Satisfied Assumed Not Satisfied N/A

Syllabi included all required components. (Article 7.9.1) *

Satisfied Assumed Not Satisfied N/A

Content of the courses, as reflected in the syllabus and as actually taught, consistent with the curriculum. (Article 7.9.3) *

Satisfied Assumed Not Satisfied N/A

Submitted notifications of absences and/or requests for alternative learning experiences to chair/administrator in a timely manner. (Articles 7.10.2) *

Satisfied Assumed Not Satisfied N/A

Submitted Participation Rosters in accordance with the timelines published by the Office of the Provost and Registrar's Office. (Article 7.12) *

Satisfied Assumed Not Satisfied N/A

Attended commencement ceremony(ies) in full regalia. (Article 7.15) *

Satisfied Assumed Not Satisfied N/A

Article 11.6.1.2 - Essential Teaching Behaviors and Practices

Distributed syllabi in a timely manner. (Article 7.9.2) *

Satisfied Assumed Not Satisfied N/A

Course meetings were consistent, including on-time arrival and dismissal *

Satisfied

Assumed

Not Satisfied

N/A

Demonstrated professional classroom behavior. (Article 7.11) *

Satisfied

Assumed

Not Satisfied

N/A

Demonstrated effective and timely communication with students in and out of the classroom. *

Satisfied

Assumed

Not Satisfied

N/A

Met the reasonable needs of students and advisees through availability during scheduled office hours, appointments, and online (when applicable). *

Satisfied

Assumed

Not Satisfied

N/A

Demonstrated ongoing reflective practice of teaching utilizing student feedback, personal observations and experiences,... *

Satisfied

Assumed

Not Satisfied

N/A

Teaching material was current with the discipline. *

Satisfied

Assumed

Not Satisfied

N/A

Demonstrated inclusive teaching practices. *

Satisfied

Assumed

Not Satisfied

N/A

Articles 11.3.5 and 11.3.6 - Indicators of Exceptional Teaching Behaviors and Practices

Key:

- **Significant Evidence** = There is evidence that faculty member **has** satisfied this requirement.
- **Some Evidence** = There is no evidence available, the faculty member is assumed to be satisfying the requirement
- **No Evidence** = There is evidence that the faculty member has **not** satisfied the requirement

Note: Significant Evidence & Some Evidence are scored the same.

Recognized by students (via student evaluations or other recognition) and/or by faculty for unusually strong contributions to student success. *

Significant Evidence Some Evidence No Evidence N/A

Demonstrated and documented leadership in effective student success initiatives. *

Significant Evidence Some Evidence No Evidence N/A

Participated in one or more trainings from the Center for Faculty Excellence and effectively implemented skills gained to improve documented student success. *

Significant Evidence Some Evidence No Evidence N/A

Recognized as rigorous and challenging, students seek out their classes or laboratory, or request the Member as a thesis/dissertation advisor. *

Significant Evidence Some Evidence No Evidence N/A

Article 11.3 - Merit Score for Teaching

Teaching is seriously deficient (ongoing failure to meet essential teaching-related behaviors). *

Yes

No

N/A

A significant number of student complaints and criticisms directly related to essential teaching-related behaviors. *

Yes

No

N/A

Minor shortcoming(s) in three or more essential teaching-related behaviors. *

Yes

No

N/A

Significant deficiencies in at least one essential teaching-related behavior. *

Yes

No

N/A

Satisfies all essential teaching-related behaviors. *

Satisfied

Assumed

Not Satisfied

N/A

Mostly positive student evaluations - availability, responsiveness, and/or creating a positive environment in support of student success. *

Yes

No

N/A

Merit Score for Scholarship (2021) *

Average Merit Score for Scholarship (2021-2023) *

Annual Evaluation - Service

Routine Service

LAKE ONLY: Regular and effective attendance at Unit and Faculty Senate meetings as documented in meeting minutes.

Yes

No

Not applicable

Regular and effective attendance at Department and College meetings as documented in meeting minutes.

*

Yes

No

N/A

Effective service on one reasonably active departmental or college committee or equivalent.

*

Yes

No

N/A

Attendance at, and support of, at least one university or college recruitment, retention or outreach event each semester.

*

Yes

No

N/A

Completion of any assessment of accreditation activities as reasonably requested by *
Chair and/or Dean, as applicable.

Yes

No

N/A

Significant Service

Approved significant service activities are:

- Productively serving and/or chairing an active department, college, or university-level Committee

Enter from the list above, the significant service activities that the faculty member participated in.

B

i

U

¶

≡

≡

≡

≡

≡

≡

≡

≡

↶

↷

A

Characters : 0/20000

USE THIS LIST: Approved significant service activities (select all that apply) *

▼

Documented equivalent(s) of any of the above approved significant service activities. *

B

i

U

¶

≡

≡

≡

≡

≡

≡

≡

↶

↷

A

Articles 11.7.2-3 - Additional evidence and written materials.

Additional evidence and written materials.



Characters : 0/20000

Article 11.3 - Merit Score for Service

Merit score of 0, Unsatisfactory Merit =

- Little or no service or the service contributions are clearly ineffective or unproductive

Merit score of 1, Conditional Merit =

- Quantity of service contributions represents less than the minimal requirements for **Routine** service, or quality of contributions is clearly below reasonable expectations.
- Quantity of service contributions represents less than the minimal requirements for **Significant** service, or quality of contributions is clearly below reasonable expectations.

Merit score of 2, Expected Merit =

- Untenured TETs and NTE Instructors: meets expectations for **Routine** service
- Tenured TET faculty and NTE Lecturers/Senior Lecturers: meets expectations for **Routine** service and **Significant** service

Merit score of 3, High Merit =

- Untenured TETs and NTE Instructors: meets expectations for **Routine** service AND **Significant** service
- Tenured TET faculty and NTE Lecturers/Senior Lecturers: meets expectations for **Routine** service AND exceeds **Significant** service

Merit score of 4, Exceptional Merit =

- TET faculty and NTE Lecturers/Senior Lecturers: The quantity of documented service contributions for which no additional course release is provided is at least twice the requirements for **Significant** service.
- TET faculty and NTE Lecturers/Senior Lecturers: The service includes significant leadership contributions resulting in substantial positive impact on the university, college, or department.
- NTE Instructors: Exceeds requirements for **Significant** service.

no content

Merit Score for Service (2023) *

Annual Evaluation - Overall Merit Score

Merit Score for Teaching (AY 2023-2024) *

Average Merit Score for Scholarship *

Merit Score for Service (AY 2023-2024) *

Workload Percentages (Article 11.4.1)

Designation	Teaching	Scholarship	Service
Standard	55%	30%	15%
Scholarship Focused	40%	45%	15%
Scholarship Intensive	25%	60%	15%
Teaching Focused	70%	15%	15%
Teaching Intensive	80%	10%	10%

Designation	Teaching	Scholarship	Service
Service Focused	55%	15%	30%
Service Intensive	45%	10%	45%

Overall Merit Score (the workload percentage weighted average of the three merit scores) *



© 2024 Watermark Insights, LLC and its affiliates. All Rights Reserved.

[Sitemap](#) | [Terms & Conditions](#) | [Privacy Policy](#) | [Accessibility Policy](#)