

## APPENDIX B

# EVALUATION OF FACULTY BY DEPARTMENT CHAIR

\_\_\_\_\_  
Name

\_\_\_\_\_  
Rank

\_\_\_\_\_  
Year Attained

\_\_\_\_\_  
Department

\_\_\_\_\_  
Contract Status

\_\_\_\_\_  
Year Attained

Directions: Department Chairs are responsible for completing this evaluation in accordance with Handbook policies. Place letter value\* in each blank, then circle overall evaluation for the area.

### 1. Teaching Effectiveness

Overall Evaluation (circle one)

Exemplary      Meritorious      Satisfactory      Needs Improvement

#### Summary of Other Evaluations

\_\_\_\_ Peer reviews (N = \_\_\_\_)

\_\_\_\_ Student evaluations

\_\_\_\_ Peer Recognition Committee (if applicable)

\_\_\_\_ Department-wide comparison

#### Department Chair's Evaluation

____ Classroom observations	____ Appropriate use of technology
____ Course organization, management	____ Ensures academic integrity
____ Stimulating, active learning environment	____ Review and revise instructional strategies
____ Academic quality, standards, rigor	____ Availability to students outside of class
____ Currency within discipline	____ Contributes positively to departmental goals
____ Incorporation of written and oral communication	____ Respectful interactions with students
____ Evaluation of student performance	____ Willingness to accept duties as appropriate
____ Course syllabi aligned with program goals	____ Resolves interpersonal conflict appropriately

Comments:

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\*Exemplary – performance significantly exceeds the College's expectations  
 Meritorious – performance exceeds the College's expectations  
 Satisfactory – performance meets, but does not exceed, the College's expectations  
 Needs Improvement – performance is somewhat lower than the College's expectations

## 2. Scholarly or Creative Activity

Overall Evaluation (circle one)

Exemplary

Meritorious

Satisfactory

Needs Improvement

### Summary of Other Evaluations

\_\_\_\_ Peer reviews (N = \_\_\_\_)

\_\_\_\_ Peer Recognition Committee (if applicable)

### Department Chair's Evaluation

\_\_\_\_ Possesses terminal degree (M or NI only)

\_\_\_\_ Contributes positively towards departmental goals

\_\_\_\_ If no (NI), progress toward degree

\_\_\_\_ Respectful interactions with colleagues

\_\_\_\_ Scholarly/creative activities (See IV.B.2.)

\_\_\_\_ Willingness to accept duties as appropriate

\_\_\_\_ Currency (knowledge/skills) in discipline

\_\_\_\_ Resolves interpersonal conflict appropriately

\_\_\_\_ Application for extramural funding

\_\_\_\_ Other

Comments:

## 3. Professional Service

Overall Evaluation (circle one)

Exemplary

Meritorious

Satisfactory

Needs Improvement

### Summary of Other Evaluations

\_\_\_\_ Peer reviews (N = \_\_\_\_)

\_\_\_\_ Peer Recognition Committee (if applicable)

### Department Chair's Evaluation

\_\_\_\_ College service

\_\_\_\_ Student advising

\_\_\_\_ Departmental service

\_\_\_\_ Supervision of student teachers

\_\_\_\_ Professionally relevant community service

\_\_\_\_ Professional consultation

\_\_\_\_ Service to professional discipline

\_\_\_\_ Contributes positively towards departmental goals

\_\_\_\_ K-12 Service

\_\_\_\_ Respectful interactions with colleagues

\_\_\_\_ Student recruitment and retention

\_\_\_\_ Resolves interpersonal conflict appropriately

\_\_\_\_ Student organization sponsor/supervisor

\_\_\_\_ Other

Comments:

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**4. Summary: Strengths, weaknesses, areas for improvement**

Comments:

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**Overall Evaluation** (circle one)

Exemplary      Meritorious      Satisfactory      Needs Improvement

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Signature, Department Chair      Date      Signature, Faculty Member      Date

\*E=Exemplary – performance significantly exceeds the College’s expectations  
M=Meritorious – performance exceeds the College’s expectations  
S=Satisfactory – performance meets, but does not exceed the College’s expectations  
NI=Needs Improvement – performance does not meet the College’s expectations

Note: Copies must be retained by the Department Chair for five years. All copies must be signed. Faculty member's disagreement with any part of the evaluation may be noted in writing and attached to all copies.