FACULTY ANNUAL EVALUATION GUIDELINES

TECHNOLOGY & OCCUPATIONAL SCIENCES DEPARTMENT

INTRODUCTION

The faculty evaluation process, as described in Article 12.6 of the NMUFA Master Agreement, shall reference the short- and long-range professional goals relating to the three (3) judgmental areas of teaching and advising, professional development and scholarship, and professionally related service. This process will be initiated by the faculty member and shall comprise a written review and analysis of performance in each area. In addition, for each course taught, student course evaluation summaries and comments must be included in the faculty member’s formal annual evaluation and submitted as attachments to the document. The criteria mentioned in Article 12.6 are also contained in the TOS Bylaws in Article 8, Criteria for Appointment and Promotion. Faculty members are encouraged to use this annual evaluation format to collect and organize information necessary for future promotion applications.

EVALUATION FORMAT

Cover sheet

Part I: Faculty Data Form

Part II Goals previously provided for evaluation period

Part III: Faculty written review for evaluation period to address/include:

1. Teaching and Advising Effectiveness
2. Professional Development and Scholarship
3. Professional Related Service
4. Goals for Next Evaluation Period

Part IV: Department Head statement and signature

Part V: Signature Page – Faculty Member and Dean

Part VI Attachments: Student course evaluation summaries and comments (winter, summer, fall semesters of the calendar year being evaluated)

TIMELINES

April 1 The faculty member submits the evaluation (Parts I, II, III) to the Department Head.

April 30 The Department Head completes Part IV, adds Parts IV & V and returns the document to the faculty member for review of the DH comments.

May 15 The faculty member submits the completed evaluation with their signature on Part V to the Department Head and may attach responses to the DH comments, if desired.

May 20 The Department Head submits the faculty evaluation to the Dean.

June 30 The Dean reviews and signs the faculty evaluation and submits comments, if any, to the faculty member.

September 15 The faculty member may respond to any comments made by the Dean.

A sample evaluation format follows for use in completing the evaluation.

Faculty Evaluation

For Calendar Year

Winter 20xx – Fall 20xx

Instructor Name

Faculty Rank

Department of Technology and Occupational Sciences

Northern Michigan University

Faculty Evaluation

For Calendar Year 20XX

Faculty Name

Department of Technology and Occupational Sciences

Northern Michigan University

List of Evaluation Contents

I. NMU Faculty Evaluation Report - Basic Data Form

II. Goals and Objectives from previous evaluation

III. Faculty Member's Statement of Accomplishments

IV. Department Head statement and signature

V. Signature page – Faculty member, Dean

VI. Appendix A - Teaching Student Evaluations

VII Appendix B – Professional Development and Scholarship Certificates

**Part I**

**Faculty Data Form**

**Period of Evaluation:**

**Winter 20xx – Fall 20xx**

GENERAL

Name:

Employment Date:

Current Classification:

DATES OF CLASSIFICATION APPOINTMENTS

Instructor-TAS:

Assistant Professor-TAS:

Associate Professor-TAS:

Professor-TAS:

Type of Appointment: Choose an item.

EDUCATION

|  |  |  |
| --- | --- | --- |
| Degrees/Certifications | Institution | Year Granted |
|  |  |  |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

PROFESSIONAL EXPERIENCE

Years Non-NMU Full-Time College/University Teaching (Instructor Level or Above) XX

Years Full-Time Elementary/Secondary Experience XX

Other Relevant Field Experience XX

Total Years of Full-Time Experience at NMU XX

**Part II**

**Goals Previously Provided for Evaluation Period**

Teaching and Advising Effectiveness

1.
2.
3.

Professional Development and Scholarship

1.
2.
3.

Professionally Related Service, Including both Academic and External Communities

1.
2.
3.

**Part III**

**Faculty Written Review for Evaluation Period to Address/Include**

Courses taught:

 Winter 20xx

 CNxxx “title” x credits

 HVxxx “title” x credits

 AMTxxx “title” x credits

 Summer 20xx

“title” x credits

 WDxxx

“title” x credits

 Fall 2018

 PTxxx “title” x credits

 HMxxx “title” x credits

 COSxxx “title” x credits

1. **Teaching and Advising Effectiveness**
	1.
	2.
	3.

**B.** **Professional Development and Scholarship**

1.
2.
3.

**C. Professionally Related Service, Including both Academic and External Communities**

1.
2.

**D. Member's plan for the current calendar year and next annual evaluation:**

 **Winter 20xx – Fall 20xx**

Teaching and Advising Effectiveness

1.
2.
3.

Professional Development and Scholarship

1.
2.
3.

Professionally Related Service, Including both Academic and External Communities.

1.
2.
3.

Part IV

Department Head Statement and Signature

Leave this page blank

Part V

Faculty Annual Evaluation

The faculty member shall review the completed evaluation (Parts I-IV) and can append any written comments. The faculty member will then sign Part V and return to the department for submission to the Dean.

Faculty Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The evaluation shall be reviewed and signed by the Dean. The Dean may additionally choose to write a statement addressing some or all of the issues raised in the evaluation materials. Any such statement shall also be provided to the faculty member, who may in turn submit a response.

Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix A

Appendix B