Faculty Evaluation Form Tenure, Tenured Track, non TT (i.e. Special Appointments and instructors included)

This form is for annual evaluations of all faculty, regardless of type of appointment. All faculty are required to be evaluated annually per State Board of Higher Education policy 605.1 and UND"s faculty handbook.

Department: Date of Review:

Faculty Member: Effective Hiring Date:

Academic Rank: Since: Highest Degree:

Number of years of advanced tenure credit:

Purpose of Review: Period covered by the review (include the year)

     Probationary/Tenure track   Academic Year

     Tenure   Fall only

     Promotion   Spring only

     Annual   Other (specify)

1. Workload Expectations (from Page 2 of contract)

Scheduled Teaching: Research/Scholarly   Service:
                                                     Activity:

Administration: Other:

2. Evaluation:

Directions: Use the following five categories to describe the faculty member's performance relative to the expectations and goals on Page 2 of their contract (i.e., Position Description Form). A thorough narrative commentary must be provided to justify each selection. Mere selection of a category does not constitute evaluation and will not be accepted.

Exceptional Performance: Designation used in extremely rare cases where the faculty member merits special recognition for unequivocally superior and exceptional performance (i.e. worthy of national, international, or professional award nominations). ***Strong*** supporting evidence showing external validation must be presented in the narrative.

Exceeds Expectations: Designation used to indicate that certain aspects of the faculty member's performance substantially and frequently exceed that described in the page 2 and department criteria. Supporting evidence must be presented in the narrative.

Meets Expectations: Designation used when the faculty member's performance is of high quality, fulfills expectations, and periodically may exceed them as described in the page 2.

Requires Development: Designation used to indicate that certain aspects of the faculty member's performance does not consistently meet expectations and require improvement. The narrative must address ***specific areas*** that need improvement, and the chair must establish a separate performance improvement plan to address each area that requires improvement.

Unsatisfactory: Designations used in cases where work is below the basic requirement of Page 2 and/or department and college expectations for faculty in the same rank. ***Strong*** supporting evidence must be presented in the narrative, and the chair must establish a separate performance plan to address each area that requires improvement.

Scheduled Teaching

Exceptional   Exceeds Expectations   Meets   Requires Development   Unsatisfactory
Narrative:

Research/Scholarly Activity
Exceptional   Exceeds Expectations   Meets   Requires Development   Unsatisfactory

Narrative:

Service
Exceptional   Exceeds Expectations   Meets   Requires Development   Unsatisfactory

Narrative:

Administration
Exceptional   Exceeds Expectations   Meets   Requires Development   Unsatisfactory
Narrative:

Other
Exceptional   Exceeds Expectations   Meets   Requires Development   Unsatisfactory

Narrative:

3. Department Evaluations Committee (*IF APPLICABLE*, list all committee members and include committee chair signature)

Committee Chair

4. Department Chair's Evaluative Narrative
Required for all tenured and tenured-track faculty. Fill in or attach separate page):

Was this evaluation made in accordance with a set of written departmental evaluation procedures on file in the College office and communicated to the faculty member?   YES   NO

Department Chair:

5. Faculty Member:

I have been given the opportunity to review the contents of my file.   YES   NO

I have seen this evaluation and discussed it with the appropriate departmental representative   YES   NO

Check one as appropriate: I agree with the evaluation.

            I disagree with all or part of the evaluation.

            I disagree with all or part of the evaluation and intend to give my
            department chair a written statement within five working days.

Faculty Member

6. Dean's Comments:

Dean