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

All benefited faculty are required to be evaluated annually per State Board of Higher Education policy 605.1 and UND's Faculty Handbook. This form is required to be completed as part of the annual evaluation. All evaluations must be made in accordance with a set of written and approved department evaluation guidelines that are communicated to the faculty member being evaluated.

Department: Date of Review:

Faculty Member: Academic Rank

Period covered by review:

1. Workload Expectations for review period (from Page 2 of contract)

Scheduled Teaching: Research/Scholarly Activity: Service:

Administration: Other:

2. Evaluation:

If a department committee is conducting the evaluation, the department committee completes the narratives and ratings listed in section 1 and the department chair provides a separate narrative and the end of section 1. If there is no department committee, the department chair completes the separate narratives and ratings listed in section 1 and provides an overall narrative at the end of section 1. The Dean completes section 2.

For each area of workload expectation under review, use one of the five categories to describe the faculty member's performance relative to the expectations and goals on Page 2 of their contracts. 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. The department guidelines form the basis for determining which rating category is assigned to each area, but the general definitions are as follows:

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).

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.

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, which will be incorporated into a **performance improvement plan.**

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. The narrative must address specific areas that need improvement, which will be incorporated into a **performance improvement plan.**

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

Department Chair:

5. Dean's Comments:

Dean

6. 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 intend to give my department chair and/or Dean a written statement to be included with the evaluation in my file.

Faculty Member