Faculty and Administrative Evaluation System

Faculty

- **UNIT I** – Annual Report for Teaching Faculty Member
- **UNIT II** – Personal Recommendations for Faculty
  There is no form for Unit II.
- **UNIT III** – Evaluation of the Teaching Faculty Member by the Department Chair
- **UNIT IV** – Student Perceptions of Teaching
  Forms available in 120 Alamance
- **UNIT IV** – Student Evaluation of the Learning Process for Faculty Teaching
  Graduate Courses
  Forms available in 120 Alamance
- **UNIT V** – Evaluation of Teaching Faculty Member by the Dean

Administrative

- Evaluation of Department Chair
- Evaluation of Dean
- Evaluation of Provost/Vice President for Academic Affairs
UNIT I - ANNUAL REPORT FOR TEACHING FACULTY MEMBER

Faculty Member __________________________________________

Rank __________________________________________ Date __________________

The teaching faculty member is expected to maintain an updated resume in the office of academic affairs, including an annual self-evaluation, commenting on the criteria listed below as appropriate. Refer to II-9 for illustrative examples of activities within each of the following categories.

I. The faculty member summarizes the activities and accomplishments of the prior calendar year, including the previous summer months. Each criterion for evaluation should be addressed and lettered as presented below.

- First Level Criterion - Teaching
- Second Level Criteria – Contributions to the Life of the University and Professional Activity

II. The faculty member presents a professional activity/development plan. Plans should focus on the upcoming calendar year, and relate to a long-range professional development plan.

III. Miscellaneous

Send copies to the Department Chair and Dean

(7/04)
UNIT III - EVALUATION OF TEACHING FACULTY MEMBER
BY THE DEPARTMENT CHAIR

Name of Faculty Member Being Evaluated _____________________________________
Rank _________________________________ Date _____________________________
Name of Department Chair _____________________________

The department chair is expected to prepare an annual evaluation of each departmental
teaching faculty member, commenting on the criteria listed below as appropriate. Refer to
II, 9 for illustrative examples of activities within each of the following categories.

I. Criteria for Evaluation

   A. First Level Criterion - Teaching
   B. Second Level Criteria - Contributions to the Life of the University and
      Professional Activity

II. Progress on Professional Development Plan

III. Miscellaneous Comments

________________________________  _____________________________
Department Chair’s Signature   Faculty Member’s Signature

Reviewed by Dean

c: Faculty Member, Dean

(7/04)
(This top section will contain information to allow for the identification of the section and the instructor.)

# Student Perceptions of Teaching

**INSTRUCTIONS:** Please read each of the following items and respond by darkening one response option for each item. Please give each item careful and thoughtful consideration. If your instructor provided specific statements for items number 14-18, please make sure to complete them. If your instructor did not provide specific statements for those items then leave them blank. If you feel that an item is not applicable, or if you are not able to give a knowledgeable response, please use the "N/A or Don't Know" response.

<table>
<thead>
<tr>
<th>RESPONSE SCALE</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Somewhat Disagree</th>
<th>Somewhat Agree</th>
<th>Agree</th>
<th>Strongly Agree</th>
<th>N/A or Don't Know</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(6)</td>
<td>(N/A)</td>
</tr>
</tbody>
</table>

## PART 1:

1. The classes were well-prepared and well-organized.  
2. Course assignments fostered analytical and/or creative thinking.  
3. The instructor set clear goals and objectives in the course.  
4. The instructor was available outside of class (during office hours, electronically, or both).  
5. The instructor communicated clear guidelines related to graded work.  
6. The instructor displayed enthusiasm for the subject.  
7. The instructor set a high standard for achievements that students were encouraged to meet.  
8. The instructor challenged students to think critically about course material.  
9. The instructor supported a class environment of mutual respect.  
10. The instructor expected students to support assertions with evidence and/or reasoning.  
11. The instructor gave me feedback that helped me learn.  
12. The instructor facilitated my learning in the subject matter.  
13. The instructor expected students to take responsibility for their own learning.  
14. (Instructor supplied item)  
15. (Instructor supplied item)  
16. (Instructor supplied item)  
17. (Instructor supplied item)  
18. (Instructor supplied item)

## PART 2:

1. I have consistently put a lot of effort into meeting course objectives.  
2. I completed readings and assignments by the due date.
### PART 2 -Continued-

3. How many absences did you have in this class?  
   - No absences
   - 1-2 absences
   - 3-5 absences
   - More than 5 absences

4. My class standing at Elon is  
   - First Year
   - Second Year
   - Third Year
   - Fourth or Final Year

5. How is this course related to your major or minor?  
   This course is...  
   - Required for my major
   - Elective in my major
   - Required for my minor
   - Elective in my minor
   - General Studies requirement
   - A general elective

6. My cumulative GPA is  
   - 4.0—3.5
   - 3.4—3.0
   - 2.9—2.5
   - 2.4—2.0
   - Under 2.0
   - Unknown

7. My current grade in this course  
   - A
   - B
   - C
   - D
   - F

### PART 3

**INSTRUCTIONS:** Your constructive feedback on the following items is appreciated. If your instructor provided specific statements for item number 3, please complete it.

1. Comment on aspects of the instructor’s teaching style that helped the learning process.

2. Comment on aspects of the instructor’s teaching style that could be improved upon to help the learning process.

3. (Item provided by the instructor)
### Unit IV – Student Evaluation Graduate Courses

**Student Evaluation of the Learning Process for Faculty Teaching Graduate Courses**

**INSTRUCTION:** Darken only one response for each item. Leave the item blank and proceed to the next if you feel that the statement is not applicable or if you are not able to give a knowledgeable response. Please give each item careful and thoughtful consideration. Your opinions are anonymous and you should feel free to answer honestly.

#### THE COURSE

1. The course provides an advanced level of theory, skills and/or techniques.  
   - Strongly Agree  
   - Strongly Disagree
2. The course provides for a combination of theory and application.  
   - Strongly Agree  
   - Strongly Disagree
3. The course content and activities are consistent with objectives described in the syllabus.  
   - Strongly Agree  
   - Strongly Disagree
4. The course requires outside readings, research and/or reports appropriate to goals of the course.  
   - Strongly Agree  
   - Strongly Disagree
5. Examinations evaluate comprehensive knowledge of the course content.  
   - Strongly Agree  
   - Strongly Disagree
6. The textbook(s) and/or required readings are appropriate for the level and goals of the course.  
   - Strongly Agree  
   - Strongly Disagree
7. The course stimulates interest in continued learning and professional growth.  
   - Strongly Agree  
   - Strongly Disagree
8. Overall, I rate this as a good course.  
   - Strongly Agree  
   - Strongly Disagree

#### THE INSTRUCTOR

9. The instructor clearly specifies course expectations.  
   - Strongly Agree  
   - Strongly Disagree
10. The instructor clearly specifies grading criteria.  
    - Strongly Agree  
    - Strongly Disagree
11. The instructor assigns grades according to specified criteria.  
    - Strongly Agree  
    - Strongly Disagree
12. The instructor stimulates thinking and discussion about course content.  
    - Strongly Agree  
    - Strongly Disagree
13. The instructor encourages active participation during class.  
    - Strongly Agree  
    - Strongly Disagree
14. The instructor stimulates interest in the field of study.  
    - Strongly Agree  
    - Strongly Disagree
15. The instructor demonstrates current knowledge of course material.  
    - Strongly Agree  
    - Strongly Disagree
16. The instructor provides prompt and beneficial feedback on student progress in the course.  
    - Strongly Agree  
    - Strongly Disagree
17. The instructor is available for student assistance outside class hours.  
    - Strongly Agree  
    - Strongly Disagree
18. Overall, I rate this instructor a good teacher.  
    - Strongly Agree  
    - Strongly Disagree

**COMMENTS**

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**MARKING INSTRUCTIONS**

**USE NO. 2 PENCIL ONLY**

**RIGHT MARK**

**WRONG MARKS**

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**INSTRUCTOR’S NAME:**  

**COURSE NUMBER AND SECTION:**  

**TODAY’S DATE:**
UNIT V - EVALUATION OF TEACHING FACULTY MEMBER
BY THE DEAN

Name of Faculty Member Being Evaluated _____________________________________
Rank _________________________________ Date _____________________________
Department ____________________________

The narrative evaluation statements are based on all information available to the dean, including when possible the major performance interview with the teaching faculty member. Refer to II-9 for illustrative examples of activities within each of the following categories.

I. Criteria for Evaluation

   A. First Level Criterion - Teaching
   B. Second Level Criterion - Contributions to the Life of the University and Professional Activity

II. Progress on Professional Development Plan

III. Miscellaneous Comments

____________________________________      _____________________________
Faculty Member’s Signature    Date

____________________________________      _____________________________
Dean’s Signature     Date

(7/04)
Evaluation of Department Chair

To be completed by each member of the department.

Evaluations for chairs are normally conducted during March of each academic year. Evaluation forms are sent electronically to faculty members by the Office of Institutional Research and are to be completed by March 20\textsuperscript{th} as follows:

Chair’s Evaluations

Responses are reviewed by the dean and are included as part of the annual review. The forms are returned to the individual being evaluated.

Name of Department Chair Being Evaluated

Department ________________________________

To what degree is each item below descriptive of this administrator?

<table>
<thead>
<tr>
<th>Highest</th>
<th>Average</th>
<th>Lowest</th>
<th>Do Not Know</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
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</table>

_____ Provides initiative for the improvement of department curriculum.
_____ Provides or encourages departmental extracurricular activities for student majors.
_____ Encourages faculty development through workshops, research, professional meetings, or completion of advanced degree.
_____ Gives personal support through constructive individual evaluation conferences or through other means.
_____ Includes department members in decisions about use of department budget.
_____ Includes department members in decisions about curriculum changes and/or waivers.
_____ Effectively represents the department interests to the administration.
_____ Effectively represents the faculty member to the administration.
_____ Assigns duties equitably and appropriately.
_____ Communicates effectively with department members.
_____ Performs position-related duties with integrity, credibility, and fairness.

Department Meetings: Check those choices that apply.

1. Number of meetings: ___Adequate ___Too frequent ___Too infrequent
2. Effectiveness of Meetings: ___Highly effective ___Adequate ___Ineffective

Please make any comment that you feel would be helpful.

Administered annually (March 1) by the Office of Institutional Research
(6/09)
Evaluation of Dean

To be completed by each member of the faculty.

Evaluations for deans are normally conducted during March of each academic year. Evaluation forms are sent electronically to faculty members by the Office of Institutional Research and are to be completed by March 20.

____________________________________________________
(Name of Dean being Evaluated)

These responses are reviewed by the provost and are included as part of the annual review. The forms are returned to the individual being evaluated.

Faculty Status of Person Completing this Form:

___ Full-Time Teaching Faculty  ___ Part-Time Teaching Faculty
___ Admin. Staff with Faculty Rank  ___ Academic Support Staff with Faculty Rank
___ Other

To what degree is each item below descriptive of this administrator?

<table>
<thead>
<tr>
<th>Highest</th>
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_____ Provides positive leadership in conceiving and executing academic programs.
_____ Follows the letter and intent of Faculty Handbook guidelines.
_____ Handles routine duties effectively.
_____ Delegates responsibility when appropriate.
_____ Encourages faculty development through scholarly activities and research.
_____ Communicates with and keeps the faculty informed.
_____ Is approachable, accessible, considerate, and courteous.
_____ Effectively mediates and arbitrates conflict.
_____ Performs position-related duties with integrity, credibility and fairness.

Please comment on particular strengths or weakness related to the areas listed above. Feel free to make any additional comments that are appropriate.

Administered annually (March 1) by the Office of Institutional Research

(6/09)
Evaluation of Provost

To be completed by each member of the faculty.

Evaluations for the provost are normally conducted during March of each academic year. Evaluation forms are sent electronically to faculty members by the Office of Institutional Research and are to be completed by March 20.

○ Provost’s Evaluation

These responses are reviewed by the president and are included as part of the annual review. The forms are returned to the individual being evaluated.

Faculty Status of Person Completing this Form:

___ Full-Time Teaching Faculty  ___ Part-Time Teaching Faculty
___ Admin. Staff with Faculty Rank  ___ Academic Support Staff with Faculty Rank
___ Other

To what degree is each item below descriptive of this administrator?

Highest   Average   Lowest   Do Not Know   Not Applicable
5          4          3          2          1                          X                             X

_____ Provides positive leadership in conceiving and executing academic programs.
_____ Follows the letter and intent of Faculty Handbook guidelines.
_____ Handles routine duties effectively.
_____ Delegates responsibility when appropriate.
_____ Encourages faculty development through scholarly activities and research.
_____ Communicates with and keeps the faculty informed.
_____ Is approachable, accessible, considerate, and courteous.
_____ Effectively mediates and arbitrates conflict.
_____ Performs position-related duties with integrity, credibility and fairness.

Please comment on particular strengths or weakness related to the areas listed above. Feel free to make any additional comments that are appropriate.

Administered annually (March 1) by the Office of Institutional Research

(6/09)