

## **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 Evaluation of the Learning Process at Elon University  
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 and 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)



## Unit IV – Student Evaluation (Back Page)

In order to aid the developmental aspect of the evaluation, your constructive feedback on the following questions is appreciated.

**Open-ended Questions:**

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

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

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**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 and submitted directly to the dean.

Evaluations for chairs, deans and the provost are normally conducted during late April or early May of each academic year. Evaluation forms (3) are forwarded to faculty members and are to be returned by June 1 as follows:

- Chair's Evaluations – returned to dean
- Dean's Evaluation – returned to Provost
- Provost's Evaluation – returned to President

These responses are reviewed by either the dean(s), provost or president, as appropriate, 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 \_\_\_\_\_ Date \_\_\_\_\_

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 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 by Dean, submitted by June 1  
(7/04)

## Evaluation of Provost or Dean

To be completed by each member of the faculty.

Evaluations for chairs, deans and the provost are normally conducted during late April or early May of each academic year. Evaluation forms (3) are forwarded to faculty members and are to be returned by June 1 as follows:

- Chair's Evaluations – returned to dean
- Dean's Evaluation – returned to Provost
- Provost's Evaluation – returned to President

These responses are reviewed by either the dean(s), provost or president, as appropriate, and are included as part of the annual review. The forms are returned to the individual being evaluated.

### Check Applicable Administrator

Provost/Vice President for Academic Affairs (submit directly to President)  
 Dean \_\_\_\_\_ (name) (submit to Provost/VPAA)

### 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              |
| <input type="checkbox"/> |   |         |   |        |             |                |
| <input type="checkbox"/> |   |         |   |        |             |                |
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| <input type="checkbox"/> |   |         |   |        |             |                |
| <input type="checkbox"/> |   |         |   |        |             |                |
| <input type="checkbox"/> |   |         |   |        |             |                |

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

Administered by Provost, submitted by June 1

(8/04)