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
- Evaluation of Provost/Vice President for Academic Affairs

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UNIT I - ANNUAL REPORT FOR TEACHING FACULTY MEMBER

Faculty Member	
Rank	Date
The teaching faculty member is expected to m academic affairs, including an annual self-eval below as appropriate. Refer to II-9 for illustrative following categories.	uation, commenting on the criteria listed
I. The faculty member summarizes the activical calendar year, including the previous summarizes the activities and lettered as present the summarizes the activities and lettered as present the summarizes the activities and lettered as present the summarizes the activities are summarized to the summarizes the activities are summarized to the summarizes the activities are summarized to the summarized the summarized to the summarized the summarized the summarized to the summarized the summarized the summarized to the summarized the summa	ner months. Each criterion for evaluation
 First Level Criterion - Teaching Second Level Criteria - Contributions Professional Activity 	to the Life of the University and
II. The faculty member presents a professional focus on the upcoming calendar year, and development plan.	· · · · · · · · · · · · · · · · · · ·
III. Miscellaneous	
Send copies to the Department Chair and Dear	1
(7/04)	

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UNIT III - EVALUATION OF TEACHING FACULTY MEMBER BY THE DEPARTMENT CHAIR

Name of Faculty Member Being Evalua	nted
Rank	Date
Name of Department Chair	
teaching faculty member, commenting of	pare an annual evaluation of each departmental on the criteria listed below as appropriate. Refer to es within each of the following categories.
I. Criteria for Evaluation	
A. First Level Criterion - TeachingB. Second Level Criteria - ContributeProfessional Activity	utions to the Life of the University and
II. Progress on Professional Developme	ent Plan
III. Miscellaneous Comments	
Department Chair's Signature	Faculty Member's Signature
Reviewed by Dean	-
c: Faculty Member, Dean	
(7/04)	

Evaluation of Teaching Faculty

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Unit IV – Student Evaluation (Front Page)

MARKING INSTRU	JCTIONS	CONTRACTOR OF THE PARTY OF THE	INSTRUCTOR ID NUMBER		
USS NO 2 PENCIL ONLY	RIGHT MARK	WIRONG MARKS	0123436709 0123436709 0123436709 0123436709		
INSTRUCTOR'S NAME:			TODAY'S DATE		
COURSE NUMBER AND SECTION:			100111001110		
	/ALLIATION O	F THE LEARNIN	10		
	SS AT ELON		IG		
INSTRUCTIONS: Darken only one response for each not applicable or if you are not able to give a knowledg opinions are anonymous and you should feel free to a	eable response. Pleas	ank and proceed to the ne give each item careful a	xt if you feel that the statement is nd thoughtful consideration. Your		
Please indicate the extent to which you disagree o	r agree with each of ti	ne following statements	using this scale:		
1=Strongly Disagree 2=Disa	gree 3=Undecid	ed 4=Agree 5=	Strongly Agree		
		The Student			
Course Organization and Goals		11. My class sta	nding at Flon is		
The instructor has clear student learning object	tives for the course.	① Fres	hman		
(Strongly Disagree) ① ② ③ ④ ①	(Strongly Agree)	② Soph			
2. The instructor's class is well prepared and well	organized.	3 Junior 4 Senior 6 Other			
(Strongly Disagree) ① ② ③ ④ ①	(Strongly Agree)				
Communication		12. The relation	ship of this course to my major is		
3. The instructor communicates course material of		① In major field ② Required for major			
(Strongly Disagree) ① ② ③ ④ ④	(Strongly Agree)	Required for major Required for minor			
4. The instructor displays interest in the subject.		General Studies Elective Course			
(Strongly Disagree) ① ② ③ ④	(Strongly Agree)	(3) Elec	tive Course		
5. The instructor summarizes or emphasizes impo	ortant points in class.		ve grade point average is		
(Strongly Disagree) ① ② ③ ④	(Strongly Agree)	① 4.0-3 ② 3.4-3			
		③ 2.9-2			
Faculty/Student Information		④ 2.4-2			
The instructor stimulates my thinking about the					
(Strongly Disagree) ① ② ③ ④ ((Strongly Agree)	14. My current o	grade in this course is		
7. The instructor provides opportunities for stude		s. ② B			
(Strongly Disagree) ① ② ③ ④ ((Strongly Agree)	3 C			
8. The instructor expresses concern about studer	nt progress in the cou	rse. 4 D			
(Strongly Disagree) ① ② ③ ④ ((Strongly Agree)	15. I have nut a	lot of effort into this course		
Assignments, Exams, and Grading			other courses		
The instructor provides useful feedback on exa	ams and assignments		ngly disagree		
(Strongly Disagree) ① ② ③ ④ (② Disa ③ Und			
10. The instructor clearly indicates how my work w		Agre	10		
	(Strongly Agree)	(5) Stro	ngly Agree		
			e continue on everse side.		

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Unit IV - Student Evaluation (Back Page)

omment on aspects of the instructor's teaching style that helped the learning process. omment on aspects of the instructor's teaching style that could be improved upon to help the learning process.	
comment on aspects of the instructor's teaching style that could be improved upon to help the learning process.	
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Evaluation of Teaching Faculty

Section II-9 Page 6 of 10

Unit IV – Student Evaluation Graduate Courses

	MARKING INSTRU	CTIONS					NUMBI	
USE NO. 2 PENCIL	ONLY	RIGHT MARK	WRONG MARKS	00		349	5 6 (789789789
NSTRUCTOR'S NAME:					TODA			789
COURSE NUMBER AND SECT	ION:	7017 17.7						
FC	OR FACULTY T	EACHING G	E LEARNING PR RADUATE COUR	RSES				
INSTRUCTION: Darken only applicable or if you are not opinions are anonymous and	able to give a knowledge	able response. Pleas						
THE COURSE				Strongl	у			Strongly
The course provides	an advanced level of theory	v. skills and/or technic	ues.	Agree 5	4	3	2	1)
	for a combination of theory			(5)	4	3	2	1
	nd activities are consistent		bed in the syllabus.	(5)	4	(3)	(2)	1
4. The course requires of	outside readings, research	and/or reports approp	riate to goals of the course.	(5)	(4)	(3)	(2)	(1)
	te comprehensive knowled			(5)	(4)	(3)	(2)	1
6. The textbook(s) and/o	or required readings are ap	propriate for the level	and goals of the course.	(5)	4	3	2	1
7. The course stimulates	s interest in continued learn	ning and professional	growth.	(5)	4	(3)	(2)	1
8. Overall, I rate this a g	good course.			(5)	4	3	2	1
THE INSTRUCTOR				Strongl				Strongly
				Agree				Disagree
	specifies course expectation	ons.		(5)	4	3	2	1
The state of the s	specifies grading criteria.			5	4	3	2	1
	s grades according to spec			5	4	3	2	1
	ates thinking and discussion		l.	5	4	3	(2)	0
	rages active participation d			5	4	3	2	1
	ates interest in the field of s			5	4	3	2	1
	nstrates current knowledge		!- 46	(5)	4	3	2	1
	es prompt and beneficial fe		gress in the course.	(5)	4	3	2	1
	lable for student assistance	outside class nours.		5	4	3	(2)	1
18. Overall, I rate this ins	structor a good teacher.			(9)	(0)	3	(8)	U
COMMENTS								
						1,		
				A)				

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UNIT V - EVALUATION OF TEACHING FACULTY MEMBER **BY THE DEAN**

Name of Faculty Member Being Evaluated	
Rank	
Department	
The narrative evaluation statements are based including when possible the major performancements. Refer to II-9 for illustrative example categories.	ce interview with the teaching faculty
I. Criteria for Evaluation	
A. First Level Criterion - TeachingB. Second Level Criterion - Contribution Professional Activity	s to the Life of the University and
II. Progress on Professional Development Pla	n
III. Miscellaneous Comments	
Faculty Member's Signature	Date
Dean's Signature	Date
(7/04)	

Evaluation of Department Chair

Section II-9
Page 8 of 10

Evaluation of Department Chair

To be completed by each member of the department and submitted directly to the dean.

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

Chair's Evaluations – returned to dean

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

	_			Being Eval					
Departi	nent					Date	e		
To what degree is each item below descriptive of this administrator?									
Highest 5	4	Average 3	2	Lowest 1	Do Not X	Know	Not a	Applicable X	
	Provide Encour meeting Gives pathrough Include Include Waiver Effecti Effecti Assign Comm	es or encourages facul gs, or compersonal substitute of the other me es departments departments. vely representations of the other presentations of the othe	urage lty de apletic uppor eans. eent m sents sents sents quitab	velopment to on of advance t through co nembers in d	tal extracus hrough work eed degree. Instructive in decisions about ent interest member to opriately. partment n	rricular acrkshops, 1 individual cout use cout curricus to the athe admirancembers.	ctivities research I evalua of depar culum of dminist	s for student nance, professional ation conference that the budget changes and/our ation.	l ices oi
Departr	nent M	leetings: C	heck	those choice	es that appl	y.			
								Too infrequ Ineffective	ient
Please 1	nake a	ny comme	nt tha	ıt you feel w	ould be he	lpful.			
Admini (7/06)	stered	by Dean, s	submi	tted by June	: 1				

Evaluation of Dean

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Evaluation of Dean

To be completed by each member of the faculty.

				•	<u> </u>	il or early May of each nbers and are to be returned
	(Naı	me of De	an bei	ng Evaluat	ed) – return to Pro	vost (2200 CB)
-				• •	ost and are included vidual being evaluat	as part of the annual ed.
Faculty Sta	atus o	f Person	Comp	leting this	Form:	
		ime Teachi		ty Rank	Part-Time Teachin Academic Support	g Faculty Staff with Faculty Rank
To what de	egree	is each i	tem be	low descri	ptive of this administ	trator?
Highest 5	4	Average 3		Lowest 1	Do Not Know X	Not Applicable X
Fol Ha De End Co Is a	llows ndles legate courag mmur approa	the letter routine of es respon ges facul nicates wachable, ely media	r and induties of sibility devenues and access and and access ares ares ares	ntent of Fa effectively. when app elopment to d keeps the ible, consider d arbitrates	culty Handbook guide ropriate. hrough scholarly act faculty informed. derate, and courteous	ivities and research.
		-		_	weakness related to t are appropriate.	the areas listed above. Fee
Administe	red by	y Provos	t, subn	nitted by Ju	ne 1.	
(7/06)						

Evaluation of Provost

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Evaluation of Provost

To be completed by each member of the faculty.

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

o Provost's Evaluation – returned to President

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	Com	pleting this	Form:	
	Full-	-Time Teachin	ıg Facı	ulty	Part-Time Teachi	ng Faculty
	Adm		Facult	ty Rank	Academic Suppor	rt Staff with Faculty Rank
To wha	at degre	e is each it	em b	elow descri	ptive of this adminis	strator?
Highes 5	t 4	Average 3	2	Lowest	Do Not Know X	Not Applicable
	Handle Delega Encour Commo Is appre Effective	s routine d tes respons ages facult unicates w oachable, a vely media	uties sibility de ith arces attes a	effectively ty when app velopment to d keeps the sible, consi- nd arbitrate	propriate. Through scholarly ac a faculty informed. derate, and courteou	tivities and research.
					r weakness related to at are appropriate.	o the areas listed above. Fee
Admin	istered l	by Provost	, sub	mitted by Ju	une 1.	
(7/06)						