

FACULTY PERFORMANCE EVALUATION

INSTRUCTIONS:

In the table on the following page, you are asked to rate and comment on the performance of the faculty member in the following performance areas: teaching effectiveness, professional growth, scholarship, academic advising (if applicable), service to the University, involvement in church, and involvement in the community. (Department chairs have an additional performance area: department administration.) Please check the appropriate box for each performance area.

To facilitate your selections, a series of questions are provided to further elaborate on each performance area. You are not expected to respond to each question. Rather, the questions should help you to evaluate the faculty member and to write appropriate commentary in the Comments section of the table.

FACULTY PERFORMANCE EVALUATION

FACULTY MEMBER: _____ DATE _____

Check your response to each item in the table below.

	Above Average	Average	Below Average	Not Applicable
I. TEACHING EFFECTIVENESS				
Does the faculty member show an ongoing commitment to excellence in teaching?				
II. PROFESSIONAL GROWTH				
Does the faculty member show an ongoing commitment to professional growth?				
III. SCHOLARSHIP				
Does the faculty member show a commitment to scholarship and scholarly activity?				
IV. ACADEMIC ADVISING (If Applicable)				
Does the faculty member show a commitment to student advisement and participation in the advisement process?				
V. SERVICE TO THE UNIVERSITY				
Does the faculty member show active support and commitment to the mission and objectives of the University?				
VI. INVOLVEMENT IN CHURCH				
Is the faculty member actively involved in the local church?				
VII. INVOLVEMENT IN THE COMMUNITY				
Is the faculty member involved in the local community?				
VIII. DEPARTMENT ADMINISTRATION (For Department Chairs Only)				
How well does the faculty member carry out the responsibilities of department chair?				
IX. SUMMARY				
Overall, I should rate this faculty member as:				

Comments: (use the back of the page if necessary)

Strengths

Opportunities for Improvement

EVALUATOR _____
(Signature)

Date _____

I. TEACHING EFFECTIVENESS

Does the faculty member show an ongoing commitment to excellence in teaching?

To what extent and/or in what ways does the faculty member:

1. Show (via Evaluation of Instruction form comments, student course evaluations and student instructor evaluations) a commitment to teaching excellence?
2. Adapt teaching methods and course content in response to comments received on student evaluations and other assessment instruments?
3. Show adaptability to different student learning styles?
4. Deal with student questions and learning problems?
5. Keep his course content current and relevant to the career aspirations of his or her students?
6. Incorporate appropriate technology into the classroom and laboratory?
7. Utilize Blackboard or other web-based methods for the delivery of instructional content?

II. PROFESSIONAL GROWTH

Does the faculty member show an ongoing commitment to professional growth?

To what extent and/or in what ways does the faculty member:

1. Participate in professional organizations and associations?
2. Show regional and/or national recognition by peers in his or her discipline?
3. Pursue new certifications, endorsements or licensures related to professional growth?
4. Encourage and collaborate with peers in professional growth activities?

III. SCHOLARSHIP

Does the faculty member show a commitment to scholarship and scholarly activity?

To what extent and/or in what ways does the faculty member:

1. Pursue original research related to his or her academic discipline?
2. Pursue collaborative scholarly activity with peers and with students?
3. Publish articles, books, or research papers in peer-reviewed journals?
4. Present scholarly work at regional or national meetings?
5. Seek grant funding to support scholarly activity?
6. Seek faculty development funding for scholarly activity?
7. Incorporate research and current research knowledge into lecture and laboratory activities?
8. Sponsor and facilitate student independent studies and undergraduate research activity?

IV. ACADEMIC ADVISING (If Applicable)

Does the faculty member show a commitment to student advisement and participation in the advisement process through normal contacts in the classroom, the office and at University-sponsored events?

To what extent and/or in what ways does the faculty member:

1. Maintain regular office hours to facilitate student advisement?
2. Demonstrate sufficient knowledge of Datatel and the campus computer network to advise and enroll current and new students?
3. Show appropriate knowledge of the major and general education requirements listed in the SBU Catalog to correctly advise students?
4. Meet with prospective students (and parents) during in fall visitation days and other events designed to recruit new students?
5. Work with faculty members and students outside his or her department to insure that SBU students outside the department are correctly advised?
6. Work with and show commitment to the University Success Center in advising new students?
7. Maintain appropriate records on all advisees?

V. SERVICE TO THE UNIVERSITY

Does the faculty member show active support and commitment to the mission and objectives of the University?

To what extent and/or in what ways does the faculty member:

1. Demonstrate that he or she is "a caring, Christ-centered" member of the SBU academic community?
2. Teach or model "servant leadership in a global society"?
3. Encourage all members of the SBU community to live Christ-centered lives?
4. Integrate Christian faith and biblical values in the conduct of University business?
5. Show a commitment to academic integrity?
6. Demonstrate respect for persons and property that exemplifies the Christian commitment to loving one another?
7. Participate in and carry out assigned committee work?
8. Perform assigned administrative responsibilities?
9. Properly submit office hours forms, load forms, textbook order, syllabi and other routinely required documents?
10. Work with SBU administrators to conduct University business?

VI. INVOLVEMENT IN CHURCH

Is the faculty member actively involved in the local church?

To what extent and/or in what ways does the faculty member:

1. Demonstrate membership and active involvement in a local church?
2. Assume leadership and/or service roles in their local church (e.g., teach Sunday School)?
3. Participate the worship activities of their local church?
4. Involve himself or herself in the missions and evangelism work of their church?
5. Show commitment to the ministries of their local church?

VII. INVOLVEMENT IN THE COMMUNITY

Is the faculty member involved in the local community?

To what extent and/or in what ways does the faculty member:

1. Involve himself or herself in community organizations, service organization and clubs?
2. Assume leadership roles in civic programs?
3. Participate in local and state government?
4. Consult with local business and organizations?
5. Foster and/or support dual-credit offerings in local high schools?
6. Involve himself or herself in science fairs, health fairs, etc., to foster academic interest in area public and private school students?
7. Involve himself or herself in campus open houses, seminars and public presentations for the local community?

VIII. DEPARTMENT ADMINISTRATION (For Department Chairs Only)

How well does the faculty member carry out the responsibilities of department chair?

To what extent and/or in what ways does the department chair:

1. Delegate responsibility to the department's faculty?
2. Promote faculty ownership of the department's curriculum?
3. Involve the department's faculty in strategic planning?
4. Manage the department's annual budget and budget preparation?
5. Oversee development and timely submission of class schedules, UPAC 1-year plans, UPAC 5-year plans, revised catalog copy, annual assessment reports, etc.?
6. Support and contribute the general education program of the department and of the University?
7. Facilitate communication among the department's faculty via regular meetings and correspondence?
8. Oversee regular curriculum review?
9. Conduct annual faculty and staff evaluations?
10. Review the content of course syllabi?
11. Supervise part-time faculty and departmental staff?
12. Work with SBU administrators in the conduct of departmental business?