



DEPARTMENT HEAD PERFORMANCE ASSESSMENT

FACULTY INFORMATION

NAME:

RANK:

DEPARTMENT:

TENURE STATUS:

REVIEW DATES

REVIEW PERIOD:

DUE DATE:

INSTRUCTIONS:

1. Please complete the self –assessment in the following pages utilizing the Faculty Data Report information that has been provided to you.
2. Please provide a short narrative describing your contributions in Teaching, Scholarship, and Service as supported by the Faculty Data Report and select a self-assessment rating.
3. Before each narrative using the drop down menu, select your self-assessment “**Performance Rating**” in all three areas using the following scale (as defined in the Faculty Handbook):

- Exemplary - Performance that is consistently far above expectations, and clearly distinctive. This level of performance occurs rarely. Such “outstanding performance” often results in significant positive impact on community members, departments, or the university, and implies substantial contributions well beyond basic job responsibilities.
- Exceeds Expectations - Performance that is consistently above expectations. It is representative of excellent work having substantial impact beyond the individual. Performance reflects contributions beyond basic job responsibilities.
- Meets Expectations - Performance that represents satisfactory work. Faculty member’s work is effective, reliable, and of good quality. The faculty member meets obligations and performance expectations.
- Needs Improvement - The faculty member does not meet performance expectations in one or more of his/her basic job responsibilities. Improvement in performance is needed.
- Unsatisfactory - Performance consistently fails to satisfy basic job responsibilities, and urgent efforts on the part of the faculty member are required to improve performance.

4. At the end, please provide an overall rating using the same scale beneath the "Formative Analysis" section that is to be completed by the Department Head.
5. NOTE: Faculty are rated based on their overall contribution and performance in three areas: teaching, scholarship, and service. The institution ensures that the expectations in these areas are aligned with those defined for promotion and tenure. Guidelines for activities that could be used to indicate satisfactory performance in each area can be found in the Procedures Manual, Section 6.5:
https://3a2vzv37nkuw3esf6a3u2t7s-wpengine.netdna-ssl.com/policy-library/wp-content/uploads/sites/87/2018/06/PM_Section6.pdf



TEACHING

SELF-ASSESSMENT RATING_____D

DEAN PERFORMANCE RATING_____

Please provide a narrative description of your teaching contributions during the calendar year, including, but not limited to: course development and improvement efforts, delivery innovation efforts, funding sought and/or acquired for educational development, senior design involvement, MS and PhD committee membership (in a non-advisor role), undergraduate advising, etc. using the text box below:

DEAN COMMENTS:



SCHOLARSHIP

SELF-ASSESSMENT RATING_____ **D**

DEAN PERFORMANCE RATING_____

Please list Scholarship activities that support the above performance rating using the text box below.
Scholarship activities include:

A. Publications and Presentations – please list citation information (for the period under review only):

1. Refereed, archival journal publications
2. Refereed articles in conference proceedings
3. Other Refereed publications (books, book chapters, guest editorship of special issues, etc.)
4. Non-refereed publications
5. Patents and patent applications
6. Manuscripts prepared and currently under review
7. Invited presentations

B. Other Scholarship activities:

1. Notable achievements
2. Unfunded projects
3. Interdisciplinary Research
4. Promising collaboration
5. Other contributions you would like to see considered that support the performance rating.

DEAN COMMENTS:



SERVICE

SELF-ASSESSMENT RATING_____ **D**

DEAN PERFORMANCE RATING_____

Please list service activities that support the above performance rating using the text box below. Service activities include:

- a. Departmental committees and other departmental service (e.g., assessment activities, accreditation activities, managing interdisciplinary or non-thesis graduate programs, administrative activities, student group advising, special assignments, etc.) during the calendar year
- b. Institutional committees and other institutional service (e.g., student group activities such as theme housing advising, faculty advisor to athletic groups, student group mentoring/advising, WISEM, SWE, participation in CASA activities, accreditation activities, partnering in other activities with Student Life, special projects). With regard to committee assignments, recognized as service on committees is inclusive of both University Committee service and service on other, relevant, but more ad hoc committees.
- c. External professional engagement and service during the calendar year, including, but not limited to: regional and national committees and other professional leadership, reviews and panels (indicate number of papers and proposals reviewed), editorial work for journal and book publishers, external examinations and reviews of promotion and tenure dossiers, letters of recommendation written, community and K-12 outreach, etc.
- d. Mentoring and Institutional Leadership Activities (tenured faculty only)

DEAN COMMENTS:



LEADERSHIP

SELF-ASSESSMENT RATING_____

DEAN PERFORMANCE RATING_____

- A. Departmental
- B. Institutional
- C. Operations

DEAN COMMENTS:

ADDITIONAL INFORMATION TO SUPPORT OVERALL ASSESSMENT:

HONORS AND AWARDS

(Include only honors and awards received during the period under review)



START-UP FUNDS

If applicable, describe how start-up funds were used during the calendar year (e.g., summer salary, graduate student support, conference travel, equipment, etc.). Include a projection of how and when remaining funds will be used.

DEPARTMENTAL GOALS AND OBJECTIVES: ASSESSMENT AND PLANS

This section should provide a brief statement of the current state-of-the-department, progress toward departmental goals and objectives defined in the previous year, and provide a statement of departmental goals and objectives for the upcoming year.



FORMATIVE ANALYSIS

Evaluation summary, progress toward tenure/promotion, areas for improvement. **(To be completed by Dean):**

OVERALL ASSESSMENT OF FACULTY MEMBER

Faculty Member Self- Assessment _____

Dean _____

SIGNATURES

Signatures are to be completed after discussion with Provost

SIGNED: _____ ACKNOWLEDGED: _____ REVIEWED: _____

Dean Date Department Head Date Provost Date

ANNUAL CERTIFICATION OF CONFLICT-OF-INTEREST AND CONFLICT-OF-COMMITMENT DISCLOSURES

I hereby certify that all conflict-of interest disclosures, consulting notifications, and external commitment notifications provided to CSM are accurate and fully reflect my activities over the past calendar year.

 FACULTY MEMBER DATE

FACULTY DATA REVIEW

The following data regarding Teaching, Graduate students, Research funding, and classroom evaluations has been to you to inform your self-assessment. This data will be used to inform your overall evaluation and is correct to the University record.

Teaching

- Sections taught, credit hours delivered, number of students taught, student credit hours generated by course level (100 to 700), student evaluations in each course (except 700)

Graduate Students

- Number and names of PhD students graduated
- Number and names of MS-thesis students graduated
- Number and names of PhD students advised
- Number and names of MS-thesis students advised

Research Funding

- Number and list of active grants/contracts, with associated research expenditures¹
- Number and list of proposals written, with associated dollar amounts¹
- Number and list of new awards received or announced (might overlap with the list of active grants/contracts)¹

¹ Covers all grants/contracts for which the faculty member is a PI, co-PI, or Senior Investigator. The percent allocation of an expenditure, request, or award amount to individual faculty members will be as defined in ORA's records for any given grant/contract.