

ANNUAL FACULTY REVIEW

College of Business

For the Period _____ to _____

Name: _____

Title and Rank: _____

Academic/Administrative Unit: _____

I. SUMMARY OF ACTIVITIES

(To be prepared by faculty member)

Faculty activities are evaluated on a three (3)-year revolving basis; the current evaluation year and the two previous years. Please list each relevant activity conducted during this three-year window.¹

A. INSTRUCTION

Performance/Productivity Summary

Courses Taught during the last three years:

Year	Qtr.	Class No.	Course Title	Cr. Hrs	No. Studs.*

***Ending Enrollment**

¹ Research productivity of any faculty member shall be considered for possible merit-pay raises three times, ignoring the years in which overall merit-pay increments for the College of Business were insignificant (less than 2%). However, past performance should not be retained for possible recognition for more than six years.

1. EVIDENCE OF QUALITY INSTRUCTION. Please check all items for which documentation is provided. A narrative description of any teaching activity may be provided in section 1.d along with the required evaluation.

- a. STUDENT EVALUATIONS (required) - Student evaluations provide data related to several instructional components noted below.
- b. CONTENT DELIVERY — Activities that promote or facilitate learning through the communication of course content. For example, the ability to motivate students, generate enthusiasm, and communicate effectively. This includes how well the material is delivered/presented to the students.

_____ Administrative/Peer reviews (optional)
_____ Other _____ (optional)

- c. COURSE MANAGEMENT — The designing, organizing, and sequencing of material that promotes conceptual learning and facilitates understanding of “real-world” business applications. This also includes the development and implementation of tools and procedures for assessing student learning like grading, timeliness of feedback to students for exams and assignments, maintaining office hours, availability to students, etc.

_____ Syllabi elements that relate to course management (required)
_____ Office hours, stated, posted, and maintained (required)
_____ Course grade distributions (required)
_____ Exams (optional)
_____ Assignments (optional)
_____ Coordination with instructors of multiple section classes (optional)
_____ Mentoring teaching assistants in multiple section classes (optional)
_____ Administrative/Peer reviews (optional)
_____ Innovative pedagogy (optional)
_____ Other _____ (optional)

- d. CURRENCY — This includes an instructor’s efforts to stay current in the field and to integrate the results in the classroom. Efforts to integrate College of Business Instructional Aims (e.g., globalization, ethics, technology, etc.) and relevant program objectives are also included here.

_____ Syllabi elements that relate to currency (required)
_____ Professional-development activities (optional)
_____ Other _____ (optional)

- e. NARRATIVE SELF-EVALUATION of 1. a. – c. (required)

(to be filled in by faculty member)

2. SERVICE TO STUDENTS

a. UNDERGRADUATE REGISTRATION ADVISING (describe activities).
Total number of students assigned for advising: _____

b. UNDERGRADUATE CAREER ADVISING (describe activities)

c. PREPARING/GRADING DOCTORAL COMPREHENSIVE EXAMS
(describe activities)

d. GRADUATE STUDENT COMMITTEES (provide numbers as requested
below and list names of students for each category)

	Major Professor	Committee Member
Doctoral dissertation committees	_____	_____

(names of students to be added by faculty member)

Doctoral dissertation defenses	_____	_____
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(names of students to be added by faculty member)

Doctoral advisory committees	_____	_____
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(names of students to be added by faculty member)

e. OTHER SERVICE TO STUDENTS (list and describe activities.)

3. OTHER (describe activities, e.g., new courses initiated, special teaching
projects special advising activities, etc.).

B. RESEARCH (Tenure Track Faculty)

Please list each activity conducted during the three-year window. For forthcoming publications, please note the date of acceptance from the Editor and include a copy of the acceptance letter. For publications in print, please provide a complete bibliographic citation. For grants/contracts list grant/contract title, your role (project director, co-director, etc), the source, funding level, and inclusive dates of the project.

Refer to the *Performance Appraisal* and the current College of Business listing of journals for definitions of the category activities and to determine the appropriate categories for each activity.

- **PREEMINENT CATEGORY ACTIVITIES**
 - a. Articles in Elite journals
- **EXCELLENT CATEGORY ACTIVITIES**
 - a. Discipline-based research articles in Level I journals
 - b. Peer reviewed special topic scholarly books (excluding textbooks)
 - c. Significant external research grants/contracts
- **SATISFACTORY CATEGORY ACTIVITIES**
 - a) Discipline-based articles in refereed Level II journals
 - b) Refereed book chapters in edited books (excluding textbooks)
 - c) National or international presentations or proceedings
 - d) Published articles on learning/pedagogical research or applications to practice in refereed or non-refereed journals
 - e) Presentations of learning/pedagogical research or applications to practice to professional groups or organizations
 - f) Development and presentation of discipline-specific professional development courses for a professional audience
 - g) Development and dissemination of discipline-specific case studies
 - h) External or internal grants/contracts
- **OTHER ACTIVITIES (If only activities at this level are performed, the faculty member will be in the NEEDS IMPROVEMENT category for research.)**
 - a. Non-refereed publications
 - b. Papers under review for publication
 - c. Work in progress
- **If none of the activities listed above is performed, the tenure track faculty member will be in the UNSATISFACTORY category for research.**

B. RESEARCH (Non-tenure Track Faculty)

Please list each activity conducted during the three-year window. For forthcoming publications, please note the date of acceptance from the Editor and include a copy of the acceptance letter. For publications in print, please provide a complete bibliographic citation. For grants/contracts list grant/contract title, your role (project director, co-director, etc), the source, funding level, and inclusive dates of the project.

Refer to the *Performance Appraisal* and the current College of Business listing of journals for definitions of the category activities and to determine the appropriate categories for each activity.

- **PREEMINENT CATEGORY ACTIVITIES**
 - a. Articles in Elite journals
- **EXCELLENT CATEGORY ACTIVITIES**
 - a. Discipline-based research articles in Level I journals
 - b. Peer reviewed special topic scholarly books (excluding textbooks)
 - c. Significant external research grants/contracts
- **SATISFACTORY CATEGORY ACTIVITIES²**
 - a. Any “Satisfactory Category Activities” listed for Tenure Track faculty
 - b. Use of professional expertise for consulting and/or related business activities (activity must be significant in duration, i.e. at least 40 hours during a given year).
 - c. Published articles on learning/pedagogical research or applications to practice in refereed or non-refereed journals.
 - d. Presentations of learning/pedagogical research or applications to practice to professional groups or organizations.
 - e. Development and presentation of discipline-specific professional development courses for a professional audience.
 - f. Development and dissemination of discipline-specific case studies.
 - g. External or internal grants/contracts.
- **OTHER ACTIVITIES (If only one of the activities listed as “Satisfactory Category Activities” is achieved, the non-tenure track faculty member will be in the NEEDS IMPROVEMENT category for research.)**
- **If none of the activities listed above is performed, the non-tenure track faculty member will be in the UNSATISFACTORY category for research.**

¹Learning/pedagogical research listed for the “Research” evaluation cannot be considered for the “Instruction” evaluation. Contributions to practice listed for the “Research” evaluation cannot be considered for the “Service” evaluation.

C. SERVICE (evaluation cycle covers the three-year revolving window). Include evidence of quality outcomes and, as appropriate, office, name of committee/organization, location, date, etc.

1. INSTITUTIONAL: (UNIVERSITY, COLLEGE, DEPARTMENT)

- a. Committee assignments (note if chair)
 - i. University committees
 - ii. College of Business committees
 - iii. Departmental committees
- b. Service on University senate
- c. Advising/sponsoring student professional organizations
- d. Advising/sponsoring student nonprofessional organizations (intra and extracurricular)
- e. Student recruitment activities (trips to community colleges and high schools and other recruitment activities)
- f. Activities in placing students, including interacting with industry recruiters
- g. College citizenship (graduations attended, College of Business faculty meetings, school and departmental meetings, and other university activities)
- h. Other service activities not listed above

2. ACADEMIC AND PROFESSIONAL RELATED SERVICE

- a. Editor or editorial board member for academic or professional publications
- b. Reviewer for academic or professional publications
- c. Track, session chair, discussant, or reviewer for academic or professional conferences
- d. Submission of grant or contract offer to a funding agency with recognition of preparation effort and substance of grant or contract proposal
- e. Reviewer of external research grant proposals (e.g. NSF)
- f. Reviewer of internal research grant proposals (college or university summer grants)
- g. Reviewer of books, journals, and other publications
- h. Officer in professional organizations
 - i. National organizations
 - ii. International organizations
 - iii. Regional organizations
 - iv. State and local organizations
- i. Committee member in professional organizations
 - i. National organizations
 - ii. International organizations
 - iii. Regional organizations
 - iv. State and local organizations

- j. Delivery of professional development seminars
- k. Prepare and/or grade professional certification examinations (non-compensated)
- l. Other service activities not listed above

3. OUTREACH

- a. Communication of research findings to business community
- b. Pro bono professional activities
- c. Public service related to profession (professional presentations to civic organizations, etc.)
- d. Activities to assist in generating external financial and non-financial support for the department, college, or university (continuing education activities, etc.)

II. FACULTY WORK LOAD OPTION

A. INDICATE LAST YEAR'S APPROVED WORKLOAD OPTION:

Instruction _____% Research _____% Service _____%

B. INDICATE LAST YEAR'S ACTUAL WORKLOAD DISTRIBUTION (any changes must be agreed upon in advance by individual and unit head if different from A. Attach approved Faculty Workload Adjustment Request Form, as appropriate.):

Instruction _____% Research _____% Service _____%

C. INDICATE THE FORTHCOMING YEAR'S APPROVED WORKLOAD OPTION:

Instruction _____% Research _____% Service _____%

III. MAJOR OBJECTIVES AND ACTIVITIES

- A. PROVIDE A NARRATIVE EXPLAINING YOUR ACCOMPLISHMENTS REGARDING **LAST YEAR'S** PERSONAL OBJECTIVES FOR INSTRUCTION, RESEARCH, AND SERVICE.
1. **INSTRUCTION** (to be filled in)
 2. **RESEARCH** (to be filled in)
 3. **SERVICE** (to be filled in)
- B. LIST YOUR MAJOR OBJECTIVES AND ACTIVITIES FOR THE **FORTHCOMING** YEAR. (Be specific.) (To be prepared and signed by faculty member in consultation with unit head/director.)
1. **INSTRUCTION** (to be filled in)
 2. **RESEARCH** (to be filled in)
 3. **SERVICE** (to be filled in)

Faculty Member Signature: _____ Date: _____

IV. EVALUATION BY UNIT HEAD/DIRECTOR AND DEAN

Ratings of instruction, research, and service may be made in .5 increments up to and including a rating of 4.0.

- A. PROVIDE A NARRATIVE ASSESSMENT OF FACULTY MEMBER'S PERFORMANCE:
Current Evaluation Year

Three-Year Evaluation Period

- B. INDICATE SPECIFIC AREAS OF STRENGTH:

C. INDICATE AREAS, IF ANY, IN WHICH IMPROVEMENT IS EXPECTED IN THE COMING YEAR (link to professional objectives in Section III.):

D. FACULTY RATING:

<u>CATEGORY</u>	<u>RATING SCORE:</u>		<u>WORKLOAD DISTRIBUTION:</u>		<u>TOTAL:</u>
INSTRUCTION	_____	×	_____ %	=	_____
RESEARCH	_____	×	_____ %	=	_____
SERVICE	_____	×	_____ %	=	_____
COLLEGIALITY					
			OVERALL RATING		_____

RATING SCORES:

4. **PREEMINENT:** A preeminent distinction exists resulting from consistently outstanding meritorious accomplishments.
3. **EXCELLENT:** Quality and quantity of work are consistently meritorious; goals are regularly exceeded; individual is highly productive and is recognized beyond his/her unit.
2. **SATISFACTORY:** Individual is performing at a satisfactory level. Tasks and goals are being accomplished in a timely and competent manner.
1. **NEEDS IMPROVEMENT:** Quality and/or quantity of work are below the satisfactory level. Individual is not performing at adequate level. Corrective action is required.
0. **UNSATISFACTORY:** Quality and/or quantity of work are totally unsatisfactory. Immediate corrective action is imperative.

E. EVALUATE THE FACULTY MEMBER'S CUMULATIVE PROGRESS TOWARD CONSIDERATION FOR PROMOTION AND/OR TENURE (if applicable):

V. SUMMARY EVALUATION RATING OF THE FACULTY MEMBER

(Unit Head/Director should check one of the three evaluation summary ratings provided below.) The Summary Evaluation evaluates the total contributions of the faculty member toward meeting the mission of the academic unit/College/University and whether the faculty member meets the expectation commensurate with their rank and assignment. The Summary Evaluation is based on the informed judgment of the unit head.

This rating is completed as required by University Policy 2108 which states:

The total evaluation of the faculty member must be summarized in writing, signed by the Department/area head and faculty member, and placed in the appropriate personnel file. A copy will be given to the faculty member and the college dean.

The department/area head will assign one of the following summative evaluation ratings to each faculty evaluation:

- _____ *Meets Expectations (for rank and assignment)*
- _____ *Needs Improvement (for rank and assignment)*
- _____ *Unsatisfactory (for rank and assignment)*

I, the Unit Head/Director, have provided this evaluation and related consultation to the above named faculty member.

Unit Head/Director: _____ Date: _____

I, the faculty member, have reviewed the above evaluation and received consultation from my academic unit head/director. I realize that I may submit a letter of rebuttal if I desire, and that a copy of the rebuttal letter will be attached to this document.

- _____ I generally concur with this evaluation.
- _____ I generally do NOT concur with this evaluation.

Faculty Member: _____ Date: _____

Comments of the Dean (required when lack of concurrence is noted):

I, the Dean, have reviewed this evaluation and the above comments accurately reflect my assessment.

Dean: _____ Date: _____