Evaluation Year: **Select Year**

Date of Evaluation: **Click or tap to enter a date**

1. **Biographical Information**

College: **Select College Name**

Department: **Select Department Name**

Faculty Member (Legal Name): **Enter Name**

Highest Degree Earned: **Select degree** Year:

Appointment Year: Appointment Rank: **Choose an item.**

Present Rank: **Choose an item.**

Year of First Promotion: Year of Second Promotion:

Total Years at VSU: Years in Present Rank:

Next Scheduled Personnel Action: **Choose an item.**

Eligibility Date: **Click or tap to enter a date**

The Annual Faculty Evaluation assesses faculty members’ performance in the areas of Teaching and Student Learning; Research, Scholarship, Professional Growth, and Creative Production; and Service to the University, Community, or Profession. Conducted by department or unit head, it applies departmentally established standards for successful performance in these areas. In addition, it reflects load adjustments related to faculty members’ duties within the department and/or unit, and it takes into account faculty members’ progress towards action plans they set for the year.

The Annual Faculty Evaluation helps faculty members be sure they are engaging in activities that assure their success at VSU and alerts them to any areas in which improvement is needed. In some departments/units, the Annual Faculty Evaluation also forms the basis for calculating merit pay. If faculty performance is determined to need improvement or does not meet expectations, it includes specific recommendations for improvement through a faculty development plan created jointly by the faculty member and department/unit chair.

The dean of each unit will certify in writing that department/unit expectation for Annual Faculty Evaluations are in keeping with the established mission of the college, that they meet University guidelines for performance, and that expectations are equitable throughout the College. These expectations will be provided to all new faculty. Questions concerning these policies and procedures will be answered at annual meetings open to all faculty of the college.

***The Annual Faculty Evaluation recognizes five levels of performance:***

**(5) EXEMPLARY:** Faculty performance significantly exceeds the departmental standard for the performance area. Depending on the area, this level of performance demonstrates extraordinary leadership and/or mentorship in activities that significantly impact the department, college, or university.

**(4) EXCEEDS EXPECTATIONS:** Faculty performance exceeds departmental standards for the performance area. Depending on the area, this level of performance may include such notable achievements as significantly exceeding the approved Faculty Action Plan, excelling on a specific project, task, or special assignment; assuming added responsibility for an assignment beyond the Action Plan that requires extraordinary commitment of time and energy; or receiving an honor or award in an area of professional activity or responsibility.

**(3) MEETS EXPECTATIONS:** Faculty performance that clearly meets the Faculty Action Plan agreed upon for the calendar year. In addition, it is characterized by regular, productive contributions to department, college, and university goals. Successful faculty members are consistently perceived by peers and students as knowledgeable, skilled, and reliable, and they consistently interact with students, peers, and other university personnel in a professional and effective way.

**(2) NEEDS IMPROVEMENT:** Faculty performance that needs improvement may fall short of the Faculty Action Plan for the calendar year, or it may not consistently meet stated departmental standards of quality or quantity of performance during the year. Faculty members whose performance needs improvement may require more than expected levels of supervision; they may respond ineffectively to monitoring or guidance; they may not consistently interact appropriately and professionally with students, peers, or other university personnel; or they may ignore or violate departmental, college, or university policies and procedures. A development plan created by the faculty member and department head will be designed to address issues within a one-year time span.

**(1) DOES NOT MEET EXPECTATIONS:** Faculty performance that falls significantly below stated departmental standards. This performance level may fail to attempt one or more elements of the Faculty Action Plan for the calendar year, or it may fail to address or complete an assigned faculty development plan. To a significant degree, faculty members who fail to meet expectations may frequently or egregiously interact in inappropriate or unprofessional ways with students, peers, or other university personnel; or they may repeatedly ignore or violate departmental, college, and/or university policies and/or procedures.

1. **Performance Analysis**

Select the appropriate level for each performance category. Part-time and Non-tenure track faculty members should be evaluated in applicable categories only. Non-applicable categories should be left blank or N/A entered.

|  |  |
| --- | --- |
| *Performance Category* | *Performance Level* |
| Teaching and Student  Learning | **Select Performance Level** |
| Research, Scholarship, Professional Growth, and Creative Production | **Select Performance Level** |
| Service to the University, Community, or Profession | **Select Performance Level** |
| Administrative Activities | **Select Performance Level** |

1. **Comments about Performance:**

***Teaching and Student Learning***

***Research, Scholarship, Professional Growth, and Creative Production***

***Service to the University, Community, or Profession***

***Administrative Activities***

1. **Overall Evaluation**

***Performance Summary (select one):* Select Performance Level**

***Recommendations for Calendar Year (optional):***

***Status of Faculty Development Plan (if applicable):***

*The faculty member’s signature on this document does not indicate agreement with its contents but that the faculty member has read the evaluation and discussed it with the evaluator. The faculty member has the right to append a response to this evaluation.*

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Faculty Member Signature Date

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Department/Unit Head Signature Date

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Dean Signature Date

|  |  |
| --- | --- |
| **Submission Instructions** | Submit via DocuSign ([instructions](https://www.valdosta.edu/administration/it/about/documents/docusign-upload.pdf)). Upload file(s) and route as follows:  1st recipient: Faculty Member (for signature)  2nd recipient: Department/Unit Head (for signature)  3rd recipient: Dean (for signature)  Dean’s Office should save finalized, signed documents on network share drive and send final evaluations to academicaffairs@valdosta.edu |