

# H & HP FACULTY EVALUATION GUIDELINES

## **Teaching/Advising:\***

- 4.5-5.0** Extraordinary events, projects, in addition to 3.5 – 4.4 (for example: publication or production of pedagogical materials, acquisition and implementation of a teaching grant, teaching and advising awards, etc.); innovations in advising in addition to 3.5 – 4.4.
- 3.5-4.4** Excellent student ratings, reputation, informal input; active in improving teaching effectiveness (such as submission of a teaching grant, workshop attendance, etc.); and advising expectations met as in 2.5 – 3.4.
- 2.5-3.4** Competent, but student ratings near mean for the unit, active in improving effectiveness, informal input average; maintain appropriate office hours (punctual and available), reliable advising hours, accurate advising and maintaining accurate and up-to-date advising files.
- 1.5-2.4** Fair performance, inconsistent in achieving course objectives, materials fail to demonstrate proper preparation; ineffective in some aspects of advising (as indicated in 2.5 – 3.4), formal and/or informal input negative.
- 0-1.4** Poor performance

**\*Potential Sources of Information:** student opinions of instruction survey, chair evaluations, peer review of teaching, grade distribution, course difficulty, innovations (e.g., effective use of technology).

## **Service:\***

- 4.5-5.0** Outstanding national professional service, outstanding university service, and community service related to profession (additional service productivity such as acquisition of a service grant, service award recipient, and other outstanding service contributions).
- 3.5-4.4** Strong role in professional leadership in area of specialty, strong role in university service, time invested; (additional efforts such as submission of a service grant, strong community service related to profession, active participant in professional meetings, and other important service contributions).
- 2.5-3.4** Active in university/school/department committee work, productive contributor
- 1.5-2.4** Committee work in department, active in community work
- 0-1.4** Poor contribution

**\*Potential Sources of Information:** letters indicating level of service (e.g., nature and goals of committee), frequency of meetings, attendance record, individual role of faculty member, relationship to professional responsibilities.

## **Research/Scholarly Productivity:\***

- 4.5-5.0** Extensive publications in rigorously refereed national/international journals; or publication of invited review papers in prestigious journals, award of an external grant, active external grant, book or monograph from a non-custom publisher, recipient of faculty, regional, or national research award, designation as a scholar lecturer at regional level or above in a professional organization.
- 3.5-4.4** National refereed publication(s), single or multiple authored; or book chapter(s), award of external grant, active external grant.
- 2.5-3.4** National refereed publication, or state/regional refereed publications or refereed research presentation(s), or award of an internal research grant, or submission of an external research grant which was not awarded.
- 1.5-2.4** State/regional refereed publication and/or refereed research presentation(s), or submission of an internal research grant, which was not awarded.
- 0-1.4** Engaged in research/scholarly activity, but unpublished/un-presented.

**\*Potential Sources of Information: copy of the publication, evidence of grant submissions (e.g., budget page and abstract), conference programs or other evidence of presentations.**

**Note that a 5.0 level pre-supposes the accomplishment of each prior level.**

**Other:\***

- 4.5-5.0** Outstanding performance in assigned areas **not** classifiable as Teaching/Advising, Service, or Research/Scholarly Productivity. Completion of all assigned tasks with highest effectiveness.
- 3.5-4.4** Clearly superior performance in assigned areas. Most tasks completed in a timely fashion. Pre-stated goals and objectives met.
- 2.5-3.4** Competent performance in assigned areas. Normal expectations achieved and most goals and objectives met.
- 1.5-2.4** Fair performance in assigned areas. Normal expectations not consistently met and major objectives not achieved.
- 0-1.4** Poor performance.

**\*Potential Sources of Information: assignments completed in a timely fashion, feedback from student, staff, faculty, completion of duties as assigned.**

5/1/99

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**Note:** the category “**Other**” includes such assignments as the following:

1. Facilities manager
2. Director of degree or concentration program
3. Acting administrator
4. Director of clinical interns
5. Director or Coordinator of Aquatics
6. Grant administration with significant personnel, budget and/or reporting responsibility
7. Laboratory administration
8. Clinical responsibilities
9. Program director, such as Director of the Student Volunteer Program or Director of the Regional Training Program
10. Fund raising
11. Director of the Physical Activity Course Program
12. Director of Graduate Studies