

**Faculty Annual Performance Review Form**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Division, Department or Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Review Period: AY2016-2017 (summer, fall, spring)**

Faculty Member Responsibility:

* Completes the top portion of each area in the Performance Review Form (PRF) by indicating yes or no for each category.
* Provides list of all applicable activities
* Provides supporting documents

Supervisor Responsibility:

* Review all material submitted by the faculty member
* Determines a performance ranking for each category
* Provides justification for the performance ranking given in each area
* Determines the final overall performance ranking of the faculty member including justification.
* Meet with faculty member to discuss and sign PRF

**Teaching Category (to be filled out by faculty member)**

The evaluation of teaching effectiveness should be measured through careful consideration of a broad range of evidence, both direct and indirect, including peer observations of teaching, teaching materials, student evaluations (numerical evaluation scores, representative comments from narrative evaluations), and/or curriculum development.

\_\_\_ Quality of Teaching Materials (attach examples)

\_\_\_ Supervisor Reviews (attach evaluation)

\_\_\_ Peer Reviews (attach evaluation)

\_\_\_ Assessment of Student Learning (if applicable) (attach examples)

\_\_\_ Curriculum Development (if applicable)

\_\_\_ Student Evaluations (attach copies)

\_\_\_ Other (please provide a list plus any accompanying support documents)

**Rating for Teaching (to be filled out by supervisor):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Performance Rating** | **Criteria** |
| **Excellent** | * Lessons are designed to challenge and engage students by utilizing multiple means to convey content. Assignments and materials reflect higher-level learning and critical thinking.
* Reviews from supervisors demonstrate excellent classroom management and content delivery, plus steady improvement in any key areas indicated.
* Reviews from peers demonstrate excellent classroom management and content delivery, plus steady improvement in any key areas indicated.
* Consistent assessment practices and data are evident across all areas of teaching, and can serve as an example to others.
* Creative application of innovative curricular development with sound and current theory supporting practice.
* Above average evaluation scores with positive reviews. May include specific notes about excellence.
 |
| **Effective** | * A variety of materials exist to convey content and engage students.
* Acceptable reviews from supervisors are present.
* Acceptable reviews from peers are present.
* Evidence of assessment practice is present, but shows room for improvement.
* Evidence of curricular development is present with working justification.
* Evaluations present with solid scores.
 |
| **Not Effective**  | * Lesson materials are of questionable quality and do not promote critical thinking or engagement. May have no materials.
* Supervisor reviews may be present, but improvement through time is not shown or unacceptable practices are demonstrated.
* Peer reviews may be present, but improvement through time is not shown or unacceptable practices are demonstrated.
* Some evidence of assessment is present, but may not be thorough, consistent, or in keeping with best practices. May have no materials.
* Some evidence of curricular development is present, but may lack justification. May have no materials.
* Evaluations may be present, but scores show a need for improvement or they are unacceptable.
 |

**Supervisor comments that support this rating:**

**Service Category (to be filled out by faculty member)**

The evaluation of service should highlight contributions to the department, College, University, profession, or community in one’s professional capacity. Please include list of specific activities.

\_\_\_ Committee Work

\_\_\_ Campus Community Service

\_\_\_ Off-Campus Community Service (defined in Section B.1.2.3 of the UNM Faculty Handbook)

\_\_\_ Service to Students

\_\_\_ Other (please provide a list plus any accompanying support documents)

**Rating for Service (to be filled out by supervisor):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Performance Rating** | **Criteria** |
| **Excellent** | * Has served on multiple committees each semester with active or leadership roles in at least one.
* Initiative is shown in service to the campus; leadership roles or event creation and organization is shown.
* Has represented the campus at the community level on several occasions during the year.
* Has taken initiative to address student needs on a larger or campus-wide level.
 |
| **Effective** | * Has served on at least one committee each semester.
* Steady activity in campus events and service, but with little leadership displayed.
* Has represented the campus at the community level at least once during the year.
* Solid evidence of service to students outside of basic job requirements.
 |
| **Not Effective** | * No committee work is present.
* Minimal activity at the campus level. May have no activity.
* Minimal off-campus service is present. May have no activity.
* Minimal evidence beyond minimal job requirements of service to students. May have no evidence.
 |

**Supervisor comments that support this rating:**

**Scholarly Work Category (to be filled out by faculty member)**

The evaluation of professional activity must describe attendance or presentations at conferences, describe publications that contribute to scholarship or pedagogy in the field, identify creative work in the arts, and practice in a professional field; provide highlights of other activities to provide support for the overall professional activity evaluation such as on-going projects or grants and long-term plans.

\_\_\_ Conference Attendance

\_\_\_ Conference Presentations

\_\_\_ Continuing Education

\_\_\_ Professional Organization Participation

­­­*\_\_\_* Publications (*only required for tenure-track faculty moving to full professor*)

\_\_\_ Other (please provide a list plus any accompanying support documents)

**Rating for Scholarly Work (to be filled out by supervisor):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Rating** | **Criteria** |
| Excellent | * Regularly attends national or regional-level conferences relevant to the discipline or academic interest area – two or more per year.
* Presents regularly at national, regional, or local conferences on relevant subjects – two or more per year.
* Consistent effort shown toward relevant skills improvement and documentation of implementation.
* Regular and active participation in professional organizations evident—may include higher level service or integral event participation.
* Several publications of any type (book review, article, manuscript, etc.) in peer-reviewed journals or other peer-reviewed platforms.
 |
| Effective | * Steady attendance at conferences relevant to the discipline or academic interest area - at least one per year.
* Presents at conferences on relevant subjects – at least once per year.
* Evidence of regular attendance/effort at events, classes, workshops, etc.
* Regular participation in professional organizations.
* Some evidence of publication, of any type (book review, article, manuscript, etc.).
 |
| Not Effective | * Limited conferences attended, or unclear relation to the discipline or academic interest area. May have no conference attendance.
* Some presentations, but limited in number or scope. May have no presentations.
* Some evidence of advancing relevant skills present, but limited in scope or applicability. May have no evidence.
* Some evidence of participation in professional organizations. May have no participation.
* No evidence of publication.
 |

**Supervisor comments that support this rating:**

**Overall Evaluation (to be filled out by supervisor and reviewed with faculty member prior to obtaining signatures):**

The overall evaluation is based on ratings in the areas of teaching, service and scholarly work.

\_\_\_\_\_\_ Excellent

\_\_\_\_\_\_ Effective

\_\_\_\_\_\_ Not Effective

**Supervisor comments that support this rating:**

**Signatures**

Faculty Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean of Instruction \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_