

FACULTY ANNUAL REVIEW REPORT - ANNUAL REVIEW

Faculty member: _____
 Rank: _____

Department: _____
 Evaluation Period: _____

Areas to be evaluated and rated are (1) teaching, (2) research/scholarship/creative activity, (3) service, and (4) overall performance.¹ In each area, the department head rates faculty performance on a scale of 1 to 5, as set forth below, relative to expectations for his or her rank, based on previously established objectives for that faculty member (including goals for the previous year and each of the preceding two years in the Evaluation Period) and departmental bylaws (including the department's criteria for the various ratings at the different ranks).

- 5 – Outstanding (Excellent):** Far exceeds expectations
- 4 – More Than Expected (Very Good):** Exceeds expectations
- 3 – Expected (Good):** Meets expectations
- 2 – Less Than Expected (Fair):** Falls short of meeting expectations²
- 1 – Unsatisfactory (Poor):** Falls far short of meeting expectations²

	<i>Unsatisfactory</i>				<i>Outstanding</i>		
Teaching	1	2	3	4	5		NA
Research/Scholarship/Creative Activity	1	2	3	4	5		NA
Service	1	2	3	4	5		NA
Overall	1	2	3	4	5		NA

The department head's Progress and Performance Narrative shall be attached to this Report. Other supporting materials also may be attached. For tenured faculty in Good Standing,³ the department head is required to attach a Progress and Performance Narrative only every three years, unless the faculty member asks the department head to draft and attach a narrative for that year.⁴ In years for which a Progress and Performance Narrative is not attached, the faculty member's Faculty Activity Report for that year is attached to this Report in lieu of the Progress and Performance Narrative.

For purposes of merit and performance-based salary adjustments, this faculty member:
 Exceeds expectations (is eligible for significant merit/performance pay adjustments)
 Meets expectations (is eligible for minimum merit/performance pay adjustments)
 Needs improvement (is not eligible for merit/performance pay adjustments)²
 Unsatisfactory (is not eligible for merit/performance pay adjustments)²

By signing below, I acknowledge that I have participated in the review process and have received a copy of this review (without implying agreement or disagreement). I understand that I have the right to respond in writing to this form within two weeks from the date I received this form in accordance with Part II.B. of the *Manual for Faculty Evaluation*.

Faculty Member: _____ Date: _____

Department Head: _____ Date: _____

Dean:⁵ _____ Date: _____

Chief Academic Officer:⁴ _____ Date: _____

¹ Procedures and standards are set forth in the *Faculty Handbook*, the *Manual for Faculty Evaluation*, and the departmental bylaws.
² An improvement plan is required.
³ A tenured faculty member is in "Good Standing" if he or she (a) receives an overall rating in this annual review indicating that his or her performance meets or exceeds expectations for his or her rank and (b) is not under a Cumulative Performance Review.
⁴ A department head may also voluntarily attach a Progress and Performance Narrative in any year in which it is not required.
⁵ Attach rating and rationale, as necessary.