

Annual Faculty Evaluation Checklist

Evaluation of Teaching

To meet expectations, you must have done ALL of the following:

- Earned average course evaluations of 3.5 or higher across all courses.
- Aligned course to standards and included standards in syllabus as required by department.
- Completed rubrics, key assessments, and submitted student learning outcome data at the end of the semester as required by department.
- Made minor adjustments to courses.
- Completed advising activities and associated paperwork.

To exceed expectations, you must have (A) satisfied all the criteria to meet expectations, and (B) done at least four of the following:

- Earned average course evaluations of 4.5 or higher on all courses.
- Provided documentation from a respected teaching peer outlining distinguished teaching skills.
- Developed or substantially revised a course.
- Participated substantively in program revision/development.
- Provided documentation from liaison school or agency colleagues outlining distinguished work with K-12 colleagues and/or pre-service teachers and/or school or community counselors.
- Developed new school or community partnerships leading to student placements.
- Worked extensively with students on graduate or undergraduate research beyond assigned workload.
- Provided evidence of excellence in advising.
- Included evidence of positive impact on P-12 student learning.
- Included service-learning in at least one course.
- Received an award for teaching excellence.
- Worked with a student to create a candidate development plan.

To earn distinction, you must have (A) satisfied all the criteria to meet and exceed expectations, and (B) done an additional three of the following:

- Earned average course evaluations of 4.7 or higher on all courses.
- Provided documentation from a respected teaching peer outlining distinguished teaching skills.
- Developed or substantially revised a course.
- Participated substantively in program revision/development.
- Provided documentation from liaison school or agency colleagues outlining distinguished work with K-12 colleagues and/or pre-service teachers and/or school or community counselors.
- Developed new school or community partnerships.
- Worked extensively with students on graduate or undergraduate research beyond assigned workload.
- Provided evidence of excellence in advising.
- Included evidence of positive impact on P-12 student learning.

- Included service-learning in at least one course.
- Received an award for teaching excellence.
- Worked with a student to create a candidate development plan.

Evaluation of Scholarship

To meet expectations, you must have done at least two of the following:

- Published a sole- or first-author article in a top-tier and/or second-tier journal.
- Published a second-author article, with a student as first author, in a top-tier and/or second-tier journal.
- Authored or co-authored book.
- Published any combination of two (a) co-authored articles in top-tier or second-tier journals or (b) book chapters.
- Submitted an external grant funding, contract funding, or internal grant funding.
- Presented at a conference.

*Note. Faculty are expected to publish 1.5 articles per year; therefore, 1 publication only meets expectations following a year with at least two publications. Although one could meet expectations on a given year without publishing, faculty are required to publish research to earn promotion and tenure.

To exceed expectations, you must have (A) satisfied all the criteria to meet expectations, and (B) done at least three of the following:

- Received internal or external grant or contract funding, including continued funding.
- Submitted a large external grant.
- Keynote speaker at major conference.
- Received an external award or recognition for distinguished scholarly activity.
- Published a sole- or first-author article in a top-tier and/or second-tier journal.
- Published a second-author article, with a student as first author, in a top-tier and/or second-tier journal.
- Authored or co-authored book.
- Published any combination of two (a) co-authored articles in top-tier or second-tier journals or (b) book chapters.

To earn distinction, you must have (A) satisfied all the criteria to meet and exceed expectations, and (B) done an additional three of the following:

- Received internal or external grant or contract funding, including continued funding.
- Submitted a large external grant.
- Keynote speaker at major conference.
- Received an external award or recognition for distinguished scholarly activity.
- Published a sole- or first-author article in a top-tier and/or second-tier journal.
- Published a second-author article, with a student as first author, in a top-tier and/or second-tier journal.
- Authored or co-authored book.
- Published any combination of two (a) co-authored articles in top-tier or second-tier journals or (b) book chapters.

Evaluation of Service

To meet expectations, you must have done ALL of the following:

- Served on a university, college or department committee or task force.
- Provided some service to a national, state, or local organization.
- Completed all tasks as assigned in service or administrative roles.

To exceed expectations, you must have (A) satisfied all the criteria to meet expectations, and (B) done at least three of the following:

- Led a university, college or department committee or task force that produced a substantial product.
- Received a Service Award.
- Served on multiple committees or task forces that produce a substantial product.
- Provided leadership to a national, state, or local organization.
- Mentored pre-tenured faculty members.
- Served on a university, college or department committee or task force, which produce a substantial product.
- Served on governing or advisory board of a national, state, or local organization.
- Served as an Editor or Editorial Board Member of an academic journal.
- Served on a grant review panel.
- Provided development time to CTL or K12 schools or agency.
- Reviewed several manuscripts for a journal or conference.
- Provided trainings to community (e.g. continuing ed., professional development workshops).

To earn distinction, you must have (A) satisfied all the criteria to meet and exceed expectations, and (B) done an additional three of the following:

- Led a university, college or department committee or task force that produced a substantial product.
- Received a Service Award.
- Served on multiple committees or task forces that produce a substantial product.
- Provided leadership to a national, state, or local organization.
- Mentored pre-tenured faculty members.
- Served on a university, college or department committee or task force, which produce a substantial product.
- Served on governing or advisory board of a national, state, or local organization.
- Served as an Editor or Editorial Board Member of an academic journal.
- Served on a grant review panel.
- Provided development time to CTL or K12 school or agency.
- Reviewed several manuscripts for a journal or conference.
- Provided trainings to community (e.g. continuing ed., professional development workshops).