(1302-2020) COED Chair Evaluation of Faculty Member

**NOTE: You will be signed out of Faculty180 after 60 minutes of inactivity for security reasons. Please save your work accordingly.**It is recommended to prepare your evaluation narratives in a [Word document version of the form](https://www.boisestate.edu/academics-deptchairs/faculty180/faculty-resources/annual-evaluation-forms/) before entering it into this evaluation form. If you will be away from your desk for an extended time, place a character/number in any/all required fields and save your work so as not to lose it. **New as of CY 2020**: Past calendar year's semester workloads and current spring workload is now entered in the new **Workload** section under "Activities". Only the past CY workload will appear in the annual activity report.

**ALSO NOTE:** **Do not** hit the 'Evaluate' button while you have an evaluation form opened, even if it's minimized. This will reload the form, and you will lose any unsaved progress.

**Instructions**

This form is to be used by the department chair to assess faculty performance for the previous calendar year.

These performance ratings below for the past calendar year were developed by the college.

The rubric defines levels of performance for the calendar year under review:

4 = With Distinction  
3 = Exceeds Expectations  
2 = Meets Expectations  
1 = Needs Improvement

AEvaluation Period

|  |  |
| --- | --- |
| **Past Calendar Year\*** |  |

BFaculty FTE

Please confirm faculty member's FTE for the past calendar year.

|  |  |
| --- | --- |
| **Faculty FTE (past calendar year)\*** |  |

CPast Calendar Year's Workload Confirmation

In the field below, check the box to confirm that the past calendar year's workload percentages in the \*Workload\* section of the faculty member's account are reviewed, accurate and approved.

|  |  |
| --- | --- |
| **Supervisor Past Calendar Year Workload Approved?\*** | Pending  Yes |

DTeaching Evaluation

|  |  |
| --- | --- |
| **Teaching Rubric Score\*** |  |
| **Teaching Rubric: Explanation\*** | 11pt    3 WORDS |

EResearch/Scholarship Evaluation

|  |  |
| --- | --- |
| **Research/Scholarship Rubric Score\*** |  |
| **Research/Scholarship Rubric: Explanation\*** | 11pt    3 WORDS |

FService Evaluation

|  |  |
| --- | --- |
| **Service Rubric Score\*** |  |
| **Service Rubric: Explanation\*** | 11pt    3 WORDS |

GAdministration Evaluation

|  |  |
| --- | --- |
| **Administration Rubric Score** |  |
| **Administration Rubric: Explanation** | 11pt    0 WORDS |

HFaculty - Chair Performance Evaluation Meeting

|  |  |
| --- | --- |
| **Has chair met with faculty member to discuss this Performance Evaluation?\*** | Yes, we met  No, faculty declined a meeting  No, faculty requested meeting not yet held  No, both Chair and faculty agreed a face-to-face meeting was not necessary |
| **If meeting occurred, please enter date of meeting** |  |

IChair E-Signature

Please enter the date when you complete this form. You may make further changes until you SUBMIT this from the Evaluation Menu.

|  |  |
| --- | --- |
| **Full Name\*** |  |
| **Date Completed\*** |  |