(1301-2020) COED Faculty Self-Evaluation

**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.

In this form, please enter the percentage of time you dedicate toward teaching, research, and service. This is typically 60%, 20%, and 20% in the College of Education for the whole academic year (or 30%, 10%, 10% per semester).

Only use the Attachments section at the bottom of this form to load a Sabbatical report, if you participated last year.

Other documents should be attached directly to the relevant Activities section entry.

* Examples:
* Course syllabi, evaluations, and classroom observation reports --> TEACHING - Credit Courses
* Article PDFs or video of play production --> RESEARCH - Scholarly and Creative Contributions

AEvaluation Period

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

BTeaching Checklist: Meets Expectations

To Meet Expectations this past calendar year, you must have done ALL of the following in the checklist below (click each item to confirm). If you have not done all these items, you should select "Needs Improvement" for Teaching. To help align your accomplishments with the rubric, we have provided the criteria for each area below. Please check all the criteria that describe your accomplishments.

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| --- | --- |
| **Teaching: Meets Expectations\*** |  Aligned course to standards & included standards in syllabus as required by dept Completed rubrics, key assessments, & submitted them student learning outcome data at end of the semester as required by dept Made minor adjustments to courses Completed advising activities and associated paperwork N/A (if applicable) |

CTeaching: Exceeds Expectations

To exceed expectations this past calendar year, you must have (A) satisfied all the criteria to Meet Expectations, and (B) done at least THREE of the following (check all that apply):

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| --- | --- |
| **Teaching: Exceeds Expectations** |  Earned average course evals of 4.5+ across 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/agency colleagues outlining distinguished work with K-12 colleagues and/or pre-service teachers and/or school/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 advising excellence 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 |

DTeaching: Distinction

To earn Distinction this past calendar year, you must have (A) satisfied all the criteria to meet and exceed expectations, and (B) done an additional TWO of the following (check all that apply):

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| --- | --- |
| **Teaching: Distinction** |  Earned average course evals of 4.7+ across 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/agency colleagues outlining distinguished work with K-12 colleagues and/or pre-service teachers and/or school/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 advising excellence 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 |

ETeaching: Self-Rating and Narrative

Please explain how your accomplishments are consistent with your self-evaluation rubric score. Also, please describe how your work contributes to the mission of the college and the university.

|  |  |
| --- | --- |
| **Teaching Self-Evaluation Score\*** |            |
| **Teaching: Narrative\*** |  11pt 4 WORDS |

FResearch Checklist: Meets Expectations

To Meet Expectations this past calendar year, you must have done at least ONE of the following in the checklist below (check all that apply). Please note the expectations are that you publish three pieces every two years (1.5 per year).

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| --- | --- |
| **Research: Meets Expectations\*** |  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 top-tier and/or second-tier journals Authored or co-authored book Published any combination of two: (a) co-authored articles in top-tier and/or second-tier journals, or (b) book chapters Submitted an external grant funding, contract funding or internal grant funding Conference presentation N/A (if applicable) |

GResearch Checklist: Exceeds Expectations

To Exceed Expectations this past calendar year, you must have (A) satisfied all the criteria to Meet Expectations, and (B) done at least TWO of the following (select all that apply):

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| --- | --- |
| **Research: Exceeds Expectations** |  Received an internal or external grant or contract funding, including continued funding from external grants or contracts Submitted a large external grant Keynote speaker at major conference Received an external reward or recognition for distinguished scholarly 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 top-tier and/or second-tier journals Authored or co-authored book Published any combination of two: (a) co-authored articles in top-tier and/or second-tier journals, or (b) book chapters |

HResearch Checklist: Distinction

To earn Distinction this past calendar year, you must have (A) satisfied all the criteria to Meet and Exceed Expectations, and (B) done an additional TWO of the following (check all that apply):

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| --- | --- |
| **Research: Distinction** |  Received an internal or external grant or contract funding, including continued funding from external grants or contracts Submitted a large external grant Keynote speaker at major conference Received an external reward or recognition for distinguished scholarly 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 top-tier and/or second-tier journals Authored or co-authored book Published any combination of two: (a) co-authored articles in top-tier and/or second-tier journals, or (b) book chapters |

IResearch Self-Evaluation Score and Narrative

Please explain why your accomplishments are consistent with your self-evaluation rubric score. Also, please describe how your work contributes to the mission of the college and university.

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| --- | --- |
| **Research Self-Evaluation Score\*** |            |
| **Research: Narrative\*** |  11pt 4 WORDS |

JService Checklist: Meets Expectations

To Meet Expectations, you must have done ALL of the following on the checklist below (click each item to confirm):

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| **Service: Meets Expectations** |  Completed all tasks as assigned in service or administrative roles Provided some service to a national, state, or local organization Served on a university, college, or department committee or task force N/A (if applicable) |

KService Checklist: Exceeds Expectations

To Exceed Expectations this past calendar year, you must have (A) satisfied all the criteria to Meet Expectations, and (B) done at least TWO of the following (check all that apply):

|  |  |
| --- | --- |
| **Service: Exceeds Expectations** |  Led a university, college or department committee or task force that produced a substantial product Mentored pre-tenured faculty members Provided development time to CTL or K-12 schools or agency Provided leadership to a national, state, or local organization Provided trainings to community (e.g., continuing ed., professional development workshops) Received a Service Award Reviewed several manuscripts for a journal or conference Served as an Editor or Editorial Board Member of an academic journal Served on a grant review panel Served on a university, college or department committee or task force, which produce a substantial product Served on governing or advisor board of a national, state, or local organization Served on multiple committees or task forces that produce a substantial product |

LService Checklist: Distinction

To earn Distinction this past calendar year, you must have (A) satisfied all the criteria to Meet and Exceed Expectations, and (B) done an additional TWO of the following (check all that apply):

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| --- | --- |
| **Service: Distinction** |  Led a university, college or department committee or task force that produced a substantial product Mentored pre-tenured faculty members Provided development time to CTL or K-12 schools or agency Provided leadership to a national, state, or local organization Provided trainings to community (e.g., continuing ed., professional development workshops) Reviewed several manuscripts for a journal or conference Served as an Editor or Editorial Board Member of an academic journal Served on a grant review panel Served on a university, college or department committee or task force, which produce a substantial product Served on governing or advisor board of a national, state, or local organization Served on multiple committees or task forces that produce a substantial product Received a Service Award |

MService: Self-Rating and Narrative

Please explain why your accomplishments are consistent with your self-evaluation rubric score. Also, please describe how your work contributes to the mission of the college and university.

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| --- | --- |
| **Service Self-Evaluation Score\*** |            |
| **Service: Narrative\*** |  11pt 4 WORDS |

NAdministration: Self-Rating and Narrative

Complete the administration section below only if you had assigned workload in administration (e.g., program coordination). Please explain why your accomplishments are consistent with your self-evaluation rubric score. Also, please describe how your work contributes to the mission of the college and university.

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| --- | --- |
| **Administration Self-Evaluation Score** |            |
| **Administration: Narrative** |  11pt 2 WORDS |

OFaculty 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\*** |  |