(1202-2020) COBE Chair 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.

**INSTRUCTIONS:**

This evaluation form for department chairs has several main elements:

1. Summary workload numbers for past CY
2. Quality points for the past five years and projected WL
3. Merit assessment

AEvaluation Year

|  |  |
| --- | --- |
| **Calendar Year for Evaluation (past year)\*** |  |

BFaculty FTE

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

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

CTotal Workload Distribution (past entire calendar year)

Please sum the Workload Percentages for the entire past year within each category. Across categories, they should total 100%. Beginning CY 2020 evals, the semester figures can be found in the Annual Activity Report in the Workload section.

|  |  |
| --- | --- |
| **Teaching Workload % (past CY total)\*** |  |
| **Scholarship Workload % (past CY total)\*** |  |
| **Service Workload % (past CY total)\*** |  |
| **Administrative Workload % (past CY total)\*** |  |
| **Leave/Offset % (past CY total)\*** |  |

DPast 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. Workload figures can be found in the faculty member's annual activity report.

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

EQuality Points: Past 5 Years

The value entered below should be a number no longer than 3 digits long.

|  |  |
| --- | --- |
| **Total COBE Quality Points Earned (past 5 calendar years)** |  |

FTotal Projected Workload: Next Calendar Year

Workload distribution should total of 100%for the year. (Standard default percentages are shown.) The percentages entered here should reflect your proposal for faculty workload for the next calendar year.

|  |  |
| --- | --- |
| **Next Calendar Year\*** |  |
| **Projected Next CY Teaching %\*** |  |
| **Projected Next CY Research %\*** |  |
| **Projected Next CY Service %\*** |  |
| **Projected Next CY Administration %\*** |  |
| **Projected Next CY Leave/Offset %\*** |  |

GSummary Assessment Ratings

Please use the following Ratings Scale to asses this faculty member's performance in each category over the past year: 5=Superior, 4=Exceeds Expectations, 3=Meets Expectations, 2=Below Expectations, 1=Unsatisfactory, N/A=Not Applicable

|  |  |
| --- | --- |
| **Teaching Performance Rating (5 - 1 or N/A)\*** |  |
| **Scholarship Performance Rating (5 - 1 or N/A)\*** |  |
| **Service Performance Rating (5 - 1 or N/A)\*** |  |
| **Administrative Performance Rating (5 - 1 or N/A)\*** |  |

HOverall Weighted Average Rating

Please calculate and enter the Overall Weighted Average Rating. The calculation involves multiplying one category's Total Workload % by the Performance Rating for the category. Then sum the four categories together.

|  |  |
| --- | --- |
| **Calculated Weighted Average Rating** |  |

ISummary Comments Regarding each Performance Category

|  |  |
| --- | --- |
| **Teaching Comments** | 11pt    0 words |
| **Scholarship Comments** | 11pt    0 words |
| **Service Comments** | 11pt    0 words |
| **Administrative Comments** | 11pt    0 words |

JFaculty - 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.** |  |

KChair E-Signature

Please enter the date when you complete this form. You may make further changes until you SUBMIT this from the Evaluation Menu. Only Submit this (from listing page) after you have finished your discussions with the faculty member and Executive Committee.

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