(1602-2020) CID Supervisor's 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 are 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.

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 |

DIntroduction

This section should outline basic facts such as year employment began, what year in the process, and material needed to put the evaluation in context.

|  |  |
| --- | --- |
| **Supervisor Evaluation: Introduction\*** | 11pt    4 words |

ELong Term Goals and Vision

This section should articulate your current vision for your evaluatee's career and program. This is not meant to be binding in any way and it is acknowledged, in fact, expected, that long-term goals and vision will change over time. However, this material should act as a guide to activities and should broadly project future products and impacts.

|  |  |
| --- | --- |
| **Long Term Goals and Vision (supervisor)\*** | 11pt    7 words |

FNarratives for the Past Calendar Year

|  |  |
| --- | --- |
| **Teaching Activity Narrative\*** | 11pt    10 words |
| **Service Activity Narrative\*** | 11pt    10 words |
| **Scholarship Activity Narrative\*** | 11pt    10 words |
| **Administration Activities Narrative\*** | 11pt    10 words |

GAnnual Assessment

Performance summarized by application of the score from 1 to 5 as follows: (5) Employee far exceeds performance expectations; (4) Employee exceeds performance expectations; (3) Employee meets performance expectations; (2) Employee is below performance expectations; (1) Employee does not meet expectations.

|  |  |
| --- | --- |
| **Summary Annual Assessment\*** |  |

HPromotion/tenure progress

|  |  |
| --- | --- |
| **Progress towards promotion/tenure** | 11pt    0 words |

IPlanned Workload for Fall (next academic year)

Workload distribution should total 50% for each semester. (Standard default percentages are shown.) The percentages entered here should reflect the planned distribution of work for the upcoming fall as you know them as of the date you complete this form.

|  |  |
| --- | --- |
| **Current Fall Calendar Year\*** |  |
| **Teaching % (next Fall)\*** |  |
| **Scholarship Activities % (next Fall)\*** |  |
| **Service Activities % (next Fall)\*** |  |
| **Administration % (next Fall)\*** |  |
| **Leave/Offset % (next Fall)\*** |  |

JPlanned Workload for Spring (next academic year)

Workload distribution should total 50% for each semester. (Standard default percentages are shown.) The percentages entered here should reflect the planned distribution of work for next spring as you know them as of the date you complete this form.

|  |  |
| --- | --- |
| **Next Spring Calendar Year\*** |  |
| **Teaching % (next Spring)\*** |  |
| **Scholarship Activities % (next Spring)\*** |  |
| **Service Activities % (next Spring)\*** |  |
| **Administration % (next Spring)\*** |  |
| **Leave/Offset % (next Spring)\*** |  |

KSupervisor Goals

|  |  |
| --- | --- |
| **Faculty Goals Set by Supervisor for Next Calendar Year** | 11pt    0 words |

LFaculty - Supervisor Performance Evaluation Meeting

|  |  |
| --- | --- |
| **Has supervisor 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** |  |

MSupervisor 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\*** |  |