

## 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).