Faculty Evaluation
Summary

Faculty Member:

for the period _____ , 20____ to _____ , 20

The faculty evaluation process consists of two conferences between the department head and the individual faculty member.

The **initial conference** takes place at the beginning of the evaluation period. At this conference:

    1.   Discuss each component of the evaluation system.

    2.   Formulate Strategic Planning goals.

    3.   Develop a Professional Development Plan for the faculty member.

    4.   Determine and comment about particular assignments and activities which will receive focus during the evaluation period.

_____   _____
Faculty Member   Date   Department Head   Date

The **evaluation conference** is part of Nashville State Tech's personnel evaluation process, and takes place at the end of the evaluation period. At this conference the department head and faculty member will:

    1.   Assess, discuss, and assign scores in each Criterion area of the faculty evaluation process.

    2.   Assess progress on Strategic Planning activities.

    3.   Discuss and document progress on the professional development plan.

_____   _____
Faculty Member   Date   Department Head   Date

Summary

Faculty Member:

I. Criteria   Evaluation
                                                                  <u>Conference</u>

     Student Evaluations   Score range: **0 to +3**   _____

     Instructional Activity   Score range: **0 to +3** (doubled)   _____

     Academic and Career Advising   Score range: **0 to +3**   _____

     College & Community Service   Score range: **0 to +3**   _____

     Professional Development   Score range: **0 to +3**   _____

     Total Points: Score range: **0 to 18**   _____

II. Strategic Planning Activities have been completed and are on file.

        ___ Yes   ___ No

III. Professional Development Plan has been completed and is on file.

        ___ Yes   ___ No

Date completed:

Completed by: _____ (faculty member)

                  _____ (department head)

Nashville State Tech
Criterion 1: Student Evaluations

Student evaluations **must** be a part of the evaluation process for any teaching faculty member.

The department head will analyze each teaching faculty member's evaluation summary sheets to determine the score for this area. The score will be based on responses to question #9: I would recommend this instructor to other students.

To determine the score on this criterion:

1.   If the sum of percentages in the "never" and "almost never" columns (A & B) is more than or equal to 20%, the score is 0.

2.   If sum of percentages in the "usually" or "almost always" columns (D & E) is more than or equal to 80%, the score is +2.

3.   If neither of the two above statements is true, the score is +1.

Faculty who develop and implement fully a plan for analyzing and using feedback, including student evaluations, to improve classroom teaching may receive an additional point.

New full-time faculty members will have limited student evaluations to use as a basis in faculty evaluation. Therefore, all faculty members will receive a score of **+1** during the first year of full-time teaching. First-year faculty will document their use of the student evaluation data and other feedback from students to improve their teaching effectiveness.

Comments:

Nashville State Tech
Criterion 2: Instructional Activities for Teaching Faculty

Expected performance is **+1**. The faculty member teaches assigned classes and/or labs and maintains a good working relationship with the department head, staff, and faculty. Performance Objectives 1-13 constitute expected performance of a productive Nashville Tech faculty member. The evaluation conference will include discussion of the number of activities and how well they were done in the assignment of points.

Performance below the expected level results in awarding of 0 points. **Because instructional activities constitute the major part of a faculty member's job assignment, the points awarded in this area will be doubled when calculating the total points.**

Performance Objectives

1. Develops and presents material as prescribed by catalog course description, syllabus, and course outline. Provides all students with a course syllabus.

2. Pursues teaching assignments with enthusiasm and hard work.

3. Utilizes class time fully and constructively.

4. Is dependable and prompt. Meets all assigned classes on time. Arranges for a substitute when absolutely necessary. Does not dismiss classes early, including first meeting.

5. Maintains classroom atmosphere conducive to learning. Maintains order and discipline.

6. Gives students constructive feedback: returns exams and assignments within a reasonable amount of time.

7. Uses office hours constructively. Is available to students as scheduled.

8. Makes appropriate referrals to counseling and/or tutorial service personnel.

9. Settles differences professionally.

10. Meets deadlines and provides information on time. Maintains and submits complete class rollbooks.

11. Pursues action through proper channels.

12. Demonstrates technical competency at a level adequate to carry out department duties.

13. Demonstrates willingness to work effectively with colleagues to support departmental and institutional goals and activities.

Performance Objectives 15-24 are frequently included in faculty assignments, but are not necessarily part of **expected** performance. The achievement of several of these performance objectives, or exemplary achievement of few, will result in a higher score (**+ 2 or +3**) for the faculty member on this Criterion. In order to earn a higher score, the activity must be of significant value to Nashville Tech and successful performance must be documented.

14. Initiates planning for program improvement and stays abreast of new developments in the field.*

15. Uses <u>creativity</u> in teaching methods and content, such as audio-visual materials,   guest lecturers, field trips, and projects. Holds study sessions and/or creates extra opportunities to work with students. Initiates and evaluates innovative instructional activities.

16. Provides or refers students to special learning materials.

17. Develops good supplementary classroom materials and/or tests.

18. Maintains contact with others in his/her field for the purpose of instructional improvement.

19. Completes an approved major curriculum revision (including objectives evaluation, syllabi, proposals).*

20. Works on a major campus project, not necessarily limited to one department.*

21. Teaches off-campus classes willingly as need arises.

22. Helps with departmental tasks when asked (inventory, recruitment, scheduling, etc.).

*Not applicable for first-year faculty.

23.   Solicits and applies evaluation by colleagues to improve classroom instruction.

24.   Other:

Comments:

Nashville State Tech
Criterion 3: Academic and Career Advising

Expected performance is **+1**. The faculty member counsels and advises students regarding coursework or overall educational programs. The following Performance Objectives constitute expected performance of a productive Nashville Tech faculty member.

1.   Demonstrates knowledge of program requirements and policies.*

2.   Uses information in the Advisement Handbook effectively.*

3.   Meets with students during scheduled registration times and maintains expected contact with advisees. This contact can include on-campus meetings, phone conversations, letters, etc.*

4.   Demonstrates knowledge of placement data and its impact on students.*

5.   Maintains up-to-date advisee information and helps students develop class schedules.*

6.   Assists students who need to make changes in their schedules.

The following Performance Objectives are sometimes parts of faculty assignment, but not necessarily part of **expected** performance. The achievement of these performance objectives, or exemplary achievement of a few, will result in a higher score (**+ 2 or +3**) for the faculty member on this criterion.

7.   Assesses effectiveness of advising and uses feedback information to improve advising.*

8.   Helps students with placement and/or transfer needs.*

9.   Assists Student Development Center advisors during peak hours other than those scheduled on registration day.*

10.   Other:

*Not applicable for first-year faculty, but needs to know/do these by end of second evaluation cycle.

Comments:

Nashville State Tech
Criterion 4: College and Community Service

Expected performance is **+1**. The faculty member attends the majority of college meetings, including general assembly, faculty assembly, committee meetings, and college functions.

The following Performance Objectives are not necessarily part of **expected** performance. The achievement of several of these performance objectives, or exemplary achievement of few of them, will result in a higher score (**+ 2 or +3**) for the faculty member on this criterion.

1.   Helps with off-campus registrations.*

2.   Serves actively on more than the expected number (normally two) of college committees (such as Promotion Committee, Tenure Committee, Scholarship Committee, Advisory Committee, Search Committee, etc.) **and** attends meetings.*

3.   Participates in campus workshops, inservice, graduation, orientation (very necessary).

4.   Uses professional expertise to plan and implement a community or college project.*

5.   Mentors adjunct faculty.*

6.   Serves as faculty sponsor for student organization.*

7.   Assumes major responsibility for assessment projects such as accreditation efforts or Performance Funding.*

8.   Accepts additional assignment by institution, an assignment **not** included in semester loading (such as work on grant projects without release time).*

9.   Other:

*Not applicable for first-year faculty...

Comments:

Nashville State Tech
Criterion 5: Professional Development

Expected performance is **+1**. The faculty member attends college-sponsored inservice activities on a regular basis and maintains appropriate licensing or certification to hold position.

The following Performance Objectives are not necessarily part of the expected performance of all faculty. The achievement of these objectives will result in a higher score (**+2** or **+3**) for the faculty member on this Criterion.

1.   Completes additional discipline-related graduate or undergraduate coursework, earns a degree.

2.   Participates in discipline-related seminars, workshops, conferences, training programs.

3.   Serves as speaker at or coordinator of discipline-related conferences(s) with colleagues on other campuses or in the service area.*

4.   Earns additional licensure or certification related to teaching assignment.*

5.   Other:

*Not applicable for first-year faculty.

Comments:

Nashville State Tech
Strategic Planning Activities

Name: _____

Department: _____

Please indicate activities this faculty member plans to initiate during the evaluation period to support the major Strategic Planning goals for Nashville Tech. For each activity, provide the following information:

Activity

Target Date for Completion

Additional Funds Required

Assessment will be completed at the annual evaluation conference

Nashville State Tech
Instructional Branch Professional Development Plan
July 1, _____ - June 30, _____

Name: _____

Position: _____

Each year, as part of the annual evaluation of personnel, Instructional Branch personnel complete professional development plans for the next year. These plans include both short-term (attending a conference) and long-term (earning a degree) activities. **The activities should reflect professional goals of the employee, and enhance his or her effectiveness in performing the job in demonstrable ways.** In formulating a professional development plan, the employee must address any needed improvements indicated during the annual personnel evaluation.

The professional development plan will be approved by the immediate supervisor. Approval of the plan does not assure financial support, which must be requested through normal procedures and depends on budget constraints and institutional priorities. Activities for which you plan to seek funding support must be included in your plan.

For each activity you plan to complete during the year, list:

(a) the professional development objective
(b) the activity
(c) date
(d) location
(e) estimated cost

_____

_____
Employee Signature - Date

_____
Supervisor's Signature - Date

Supervisors will forward a copy to the Vice President for Academic Affairs.