



Office of the Provost and Vice President for Academic Affairs

## Notice of Evaluation Conference

Date: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

TO: \_\_\_\_\_

From: \_\_\_\_\_

Division Chairperson or member of the department P&B Committee assigned by the Chairperson

In accordance with Article 18.3 of the Professional Staff Congress/CUNY Agreement, I have scheduled an evaluation for:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Room number: \_\_\_\_\_

This notice will be placed in the Personnel file.

Faculty's Initial: \_\_\_\_\_



Office of the Provost and Vice President for Academic Affairs

**POST EVALUATION CONFERENCE MEMORANDUM: FACULTY**

DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

FACULTY EVALUATED: \_\_\_\_\_

RANK: \_\_\_\_\_

CHAIRPERSON or Designated P&B Member: \_\_\_\_\_

DATE OF EVALUATION CONFERENCE: \_\_\_\_\_ covering the Academic year \_\_\_\_\_

and the cumulative record from \_\_\_\_\_ through \_\_\_\_\_

Pursuant to Article 18.3 of the professional Staff Congress/CUNY Agreement, at least once each year, each employee other than tenured full professors shall have an evaluation conference. At the conference the employee's total academic performance and professional progress for that year and cumulatively to date shall be reviewed. Tenured full professors may be evaluated.

Each one of the three major categories below must be addressed in the annual discussion conference and should be evaluative, providing an assessment of strengths and weaknesses and recommendations for improvement in each area. The established order, including the Roman numerals and titles, should be observed. If additional categories are used they should be numbered, titled and come after those already listed. There should be a page number, date, and name of instructor and department on each additional page. At the bottom of each attached page, there should be the signature of the person doing the evaluation and the initials of the instructor evaluated.

Evaluation of a member of the faculty shall be based on total academic performance with special attention to teaching effectiveness or effectiveness in the primary job responsibility. The evaluation should include, but need not be limited to, the following three sections:



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## **I. TEACHING/ PRIMARY JOB RESPONSIBILITIES**

**TEACHING FACULTY:** Assess classroom instruction & related activities as well as classroom observation(s); rapport with students and student evaluations; assessment and overview of the contribution of the faculty member to course and curriculum development including development of his/her own performance; the contribution of the faculty member to the development of department goals and curriculum. Evaluation must include an assessment of strengths and recommendations for improvement where needed.

**LIBRARY FACULTY:** Assess the faculty member's performance of the functions of his/her position; execution of work assignments; awareness of new developments in the field; demonstrates technical proficiency by familiarity with bibliographic resources of the library; knowledge of retrieval and reference techniques and awareness and understanding of the informational needs of library users; participates in development of the library's curriculum and resources; responds effectively to the needs and demands of students; exercises initiative to improve operational procedures and services. Evaluation must include an assessment of strengths and recommendations for improvement where needed.

**COUNSELING FACULTY:** Assess the faculty member's performance of the tasks assigned to his/her faculty position within the Counseling Center/SDEM division. These include individual and group counseling in the academic, personal and other domains of college student life; utilizing Counseling Center and college internal and external referral processes; consulting with faculty and staff; teaching courses, conducting workshops and participating in curriculum development; participating in Counseling Center/division student retention activities. Evaluation must include an assessment of strengths and recommendations for improvement where needed.



Office of the Provost and Vice President for Academic Affairs

## **II. PROFESSIONAL GROWTH**

Evaluation of progress with research and scholarly growth that includes a summary and an assessment of the faculty research agenda, publications, creative work, public presentations, and progress toward higher degrees. Include assessment of professional reputation, noting active memberships in professional associations within the field, service on accreditation teams, consultantships, professional lectures, exhibits, performances or presentations. Evaluation must include an assessment of strengths and recommendations for improvement where needed.

## **III. SERVICE TO THE INSTITUTION and PROFESSIONALISM**

Assessment of contributions to student guidance and advisement, service to the institution and the public; performance of assigned administrative tasks with the department, college or university; evidence and examples of leadership and the initiative and effort contributed toward maintaining and strengthening the department or college including offering guidance and assistance to junior faculty. This section should conclude with an assessment of professional relationships with colleagues and students and the willingness to cooperate with others for the good of the institution. Evaluation must include an assessment of strengths and recommendations for improvement where needed.



Office of the Provost and Vice President for Academic Affairs

#### **IV. CHAIR'S REPORT AND SUMMARY OF RECOMMENDATIONS**

The chair's report summarizes the overall evaluation, highlighting significant contributions and recommendations for growth, with special attention to the department level criteria for reappointment, tenure or promotion. Specific recommendations for improvement from all areas must be summarized here.

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Signature of Chairperson or designated P&B member

Faculty's Initial: \_\_\_\_\_



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**DISCUSSION PAPER FOR ANNUAL EVALUATION: FACULTY (Cont'd):**

DATE: \_\_\_\_\_

FACULTY EVALUATED: \_\_\_\_\_

RANK: \_\_\_\_\_

Attached are \_\_\_\_\_ (Number) of additional pages.

Pursuant to Article 18.3 of the professional Staff Congress/CUNY. Agreement, where the overall evaluation is unsatisfactory, this shall be stated in this evaluation.

This evaluation is: (check one)

SATISFACTORY

UNSATISFACTORY

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Signature of Chairperson or Designated P&B member

Notice to person evaluated: This post evaluation conference memorandum will be placed in your personnel file in accordance with Article 19.2 of the Professional Staff Congress/CUNY Agreement. Your initials at the place indicated mean only that you have received a copy of the same. Your initials do not mean that you approve the contents.

Pursuant to Article 18.3 of the Professional Staff Congress/CUNY Agreement, if the evaluation is unsatisfactory, you have the right to endorse a request to appear in person before the Department P&B. Space is provided for this request below.

I have read and received a copy of this document.

Faculty's Initial: \_\_\_\_\_

I, \_\_\_\_\_ request to appear before the department P&B.