

PEER EVALUATION FORM / FACT SHEET (Revised 11/28/2014)

EVALUATION OF _____ DEPT: _____

DATE OF HIRE: _____ CURRENT RANK _____ ASSOC. PROF./LIBRARIAN YR _____

DEGREES: _____ ASST. PROF. /LIBRARIAN YR _____

_____ INSTRUCTOR YR _____

(Include "under consideration for promotion to _____ Yr _____")

Present/Missing/Out of Order

Section 1: Item Listing

FACULTY RECORD FILE REGISTER (**NEWEST ITEMS ON TOP**)

P _____ M _____ O _____

Section 2: Summary

(**NEWEST ITEMS ON TOP**)

Present/Missing/Out of Order

This section should include the following:

1. Copies of degrees earned since last promotion

P _____ M _____ O _____

2. Letters of hire, reappointment, tenure, and promotion in **reverse chronological order** (with newest items on top).

P _____ M _____ O _____

3. An updated resume/CV (since last evaluation or promotion) with a new number for the FRF register.

P _____ M _____ O _____

4. A list of major accomplishments *before the latest promotion* (from your previous FRF) such as degrees earned, positions held, honors awarded.

P _____ M _____ O _____

Comments:

File #/year

File #/year

File #/year

File #/year

Section 3: Student Evaluations and Teaching Schedule (NEWEST ITEMS ON TOP)

A copy of the faculty teaching schedule with the completed summary of student evaluations (*from page 5 on* for face-to-face courses and *all pages* for online courses).

This section should be organized in this order:

Example: Spring 2010 Teaching Schedule listing all courses,
Course 1 Numerical Summary and comments (stapled together),
Course 2 Numerical Summary and comments (stapled together),
Do this for each course.

Present/Missing/Out of Order

P ___ M ___ O ___

P ___ M ___ O ___

P ___ M ___ O ___

P ___ M ___ O ___

Comments:

File #/Year

File #/Year

File #/Year

File #/year

File #/Year

Section 4: Peer Evaluations (NEWEST ITEMS ON TOP)

In the Agreement, it is recommended that non-tenured faculty have two peer evaluations per academic year and that tenured faculty have one peer evaluation per academic year.

P ___ M ___ O ___

P ___ M ___ O ___

Comments:

File #/year

File #/year

File #/year

File #/year

File #/year

Section 5. Other Evidence of Teaching Effectiveness and Related Student Contacts
(NEWEST ITEMS ON TOP)

Present/Missing/Out of Order

This section may include a range of evidence such as,

- a. teaching awards and copies of plaques,
- b. a **small sample** of letters from students or faculty that addresses classroom teaching (**limit to 4 per file**).

P ___ M ___ O ___

P ___ M ___ O ___

Note: This section also includes summer teaching schedules and summer course evaluations.

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|---|
| <u>Comments :</u> <u>File #/year</u> <u>File #/year</u> <u>File #/year</u> <u>File #/year</u> |
|---|

6. Evidence Committee Work
(NEWEST ITEMS ON TOP)

Present/Missing/Out of Order

This section may include evidence of participation in either College-wide or departmental committees. **The most credible evidence** is,

- a. a print (preferable) or electronic memo from the committee chairperson, or
- b. a print (preferable) or electronic memo from the departmental chairperson for a departmental committee.

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P ___ M ___ O ___

Suggestion: E-mail correspondence and minutes of meetings should not be included unless they indicate some type of service other than mere attendance.

Official committee rosters from the FEC website may be used only as a placeholder.

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| <u>Comments:</u> <u>File #/year</u> <u>File #/year</u> <u>File #/year</u> <u>File #/year</u> |
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Section 7. Course and/or Program Development (NEWEST ITEMS ON TOP)

Present/Missing/Out of Order

This section may include salient evidence of the following,

- Master syllabi of courses developed or revised. New course syllabi revision of courses (note: this does not include changing textbooks but rather a significant change to the syllabi that has been endorsed by the department),
- Innovative pedagogy used in your courses,
- Grant proposal summaries,
- New programs developed and/or implemented.

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Note: this section may not apply to new faculty.

Comments:

File #/year

File #/year

File #/year

File #/year

Section 8 Evidence Community Work (not related to the College) (NEWEST ITEMS ON TOP)

Present/Missing/Out of Order

Any active voluntary (non- compensated) involvement in the community at the local, county, state, national, or international level is appropriate for inclusion in this section. **Individual donations to non-profit organizations are**

P ___ M ___ O ___

not strong evidence, nor is membership alone in an organization.

Note: college-related fundraisers, such as coat, toy and food drives, belong in Section 9.

Comments :

File #/year

File #/year

File #/year

File #/year

Section 9: Other Evidence of Service to the College (NEWEST ITEMS ON TOP)

Present/Missing/ Out of Order

This section may include evidence of ...

- service for fund-raising (not for contributions),
- acting as advisor to a UCC club, or publication
- service as a coordinator in the department, or
- service as department chair.

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P ___ M ___ O ___

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Note: attending graduation is a requirement and is not therefore evidence

of service. Appropriate examples include, All College Day, Navigator Program, Science Olympiad, etc.

Comments :File #/yearFile #/yearFile #/yearFile #/year

Section 10. Evidence Professional Development (NEWEST ITEMS ON TOP)

Present/Missing/Out of Order

This section may include evidence of ...

- current formal course work (registration / transcript);
- attendance at workshops, symposia, conferences and/or conventions (e.g. certificate of attendance; certificate from the Professional Development Committee)
- presentation (e.g. certificate; copy of brochure showing name),
- publication (e.g. copy of front cover of journal w/date and contents showing name; copy of front cover of book w/ inside cover showing name).

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P ___ M ___ O ___

P ___ M ___ O ___

P ___ M ___ O ___

Note: Professional development advances knowledge and teaching ability.

Comments:File #/yearFile #/yearFile #/yearFile #/year