

Form Applies Only to Faculty Hired 2013-14 Academic Year and Thereafter



State University of New York
College of Agriculture and Technology
Cobleskill, New York

DEPARTMENTAL PEER EVALUATION FORM

TO BE COMPLETED BY DEPARTMENTAL REVIEW PANEL (DRP) based on the documentation submitted by the Candidate.

Name of Faculty Member _____ Date _____
To be Evaluated

Evaluation to be used for (Check all that apply):

- 1. Effectiveness and self-improvement
- 2. Promotion to _____
- 3. Reappointment to a _____ year term
- 4. Continuing appointment

Criteria listed are meant to be illustrative not definitive (refer to Faculty Handbook for Criteria for Reappointment, Continuing Appointment, and Promotion). Use those criteria that apply and add lines for any other criteria to be considered. APPC recommends a minimum of ten (10) criteria spread across the three (3) categories, with no less than four (4) in the Teaching/Librarianship category and two (2) in each of the others. Give each selected criterion a rating of HE, E, or ME.

Because many people review this document, please write specific comments in the narrative section that will help the reviewers make an informed recommendation. Use additional pages as necessary.

DEFINITIONS FOR RATINGS (Only the following ratings should be used):

- HE** *Highly Effective* – Often exceeds the performance expectations.
- E** *Effective* – Generally meets performance expectations. Employee may exceed expectations or needs improvement in some areas. Performance is at the expected and usual level.
- ME** *Minimally Effective* – Does not always meet expectations. Immediate and substantive improvement in performance is required.

Performance Category #1a – Effectiveness in Teaching

For ease of completion, Category #1 is split between Teaching and Librarianship. Please use the section that applies to the specific faculty member.

Rating

- ___ 1. Instructional proficiency in speech, organization of material, style of presentation, stimulation of critical thinking
- ___ 2. In-depth knowledge of content area
- ___ 3. Current/proven pedagogical practices
- ___ 4. Interacting with students outside of classroom setting
- ___ 5. Engaging advisees regularly

Rating

- ___ 6. Developing appropriate course content, curriculum, and/or teaching materials
- ___ 7. Creating/implementing appropriate instruments for student assessment
- ___ 8. Adapts/enhances course content based on feedback
- ___ 9. _____
- ___ 10. _____

Narrative - Include Strengths and Areas for Improvement:

Performance Category #1b – Effectiveness in Librarianship

For ease of completion, Category #1 is split between Teaching and Librarianship. Please use the section which applies to the specific faculty member.

Rating		Rating	
___	1. In-depth knowledge of specialization	___	7. Creates and maintains instruments for assessing effectiveness
___	2. Uses feedback to improve operations and/or performance	___	8. Promoting services
___	3. Managing area/s of responsibility (supervising/evaluating staff, policies, procedures, etc.)	___	9. Developing liaison relationships
___	4. Understanding of overall operations, commitment to goals/services	___	10. Developing programs
___	5. New initiatives	___	11. _____
___	6. Integrating information literacy into the curriculum	___	12. _____

Narrative - Include Strengths and Areas for Improvement:

Performance Category #2 – Scholarship

Rating

- ___ 1. Pursues advancement of knowledge base and performance levels
- ___ 2. Develops marketable instructional materials or instruction material to enhance course presentation
- ___ 3. Creates peer-reviewed artistic works
- ___ 4. Invitations for professional presentations or performances

Rating

- ___ 5. Produces articles in referred or editor-reviewed publications
- ___ 6. Engages in successful grantsmanship
- ___ 7. Creates published (or selected unpublished) research, books, etc.
- ___ 8. _____

Narrative - Include Strengths and Areas for Improvement:

Performance Category #3 – Service

Rating

- ___ 1. Participates and/or leads in campus governance
- ___ 2. Participates and/or leads in University governance
- ___ 3. Supports student organizations
- ___ 4. Serves internal/external and public and/or private organizations
- ___ 5. Develops and implements local workshops
- ___ 6. Serves in professional organizations

Rating

- ___ 7. Participates in community affairs
- ___ 8. Testifies as an expert witness
- ___ 9. Serves on editorial boards
- ___ 10. Presents keynote addresses
- ___ 11. _____

- ___ 12. _____

Narrative - Include Strengths and Areas for Improvement:

Select and complete the appropriate section/s below.

- A. This evaluation has been completed for purposes of self-improvement only.
- B. This evaluation has been completed for purposes of reappointment, continuing appointment and/or promotion.

Summary Statement (include strengths and areas for improvement):

Recommendation for Reappointment, Continuing Appointment and/or Promotion:

(Refer to Advancement Evaluation Table in the Faculty Handbook)

Name _____

Is Is Not Recommended for promotion to the rank of _____

Is Is Not Recommended for reappointment to a _____ year term

Is Is Not Recommended for continuing appointment

Peer Evaluation Team Names/Signatures:

_____ Date _____

Total Votes Available: _____ Number in Support: _____ Number Not In Support: _____

I have read this evaluation. A statement is attached: Yes No

Signed _____ Date _____

Faculty Member