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

ACADEMIC FACULTY EVALUATION FORM

TO BE COMPLETED BY EVALUATOR

Name ________________________________ Date __________________________

Current Rank __________________________ Department __________________________

Evaluation Form for period ____________ through ________________

PURPOSE & INSTRUCTIONS

The primary purpose of the evaluation system is self-improvement. Evaluation is also an integral part of the decision involving reappointment, continuing appointment and/or promotion.

This evaluation is to be completed by the Dean or his/her designee. At least three (3) classroom/reference observations need to be included to verify the evaluation process.

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 summary 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 individual being evaluated.

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
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. ________________

Summary Statement - Include Strengths and Areas for Improvement:

This faculty member was observed in his/her classroom on the following dates:

Date ___________________________ by ___________________________
Date ___________________________ by ___________________________
Date ___________________________ by ___________________________
Date ___________________________ by ___________________________

The attached Observation Forms were reviewed with the faculty member.
For ease of completion, Category #1 is split between Teaching and Librarianship. Please use the section that applies to the individual being evaluated.

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. _______________________

**Summary Statement - Include Strengths and Areas for Improvement:**

This faculty member was observed in his/her classroom or on Reference duty on the following dates:

Date ______________________ by ______________________
Date ______________________ by ______________________
Date ______________________ by ______________________
Date ______________________ by ______________________

The attached Observation Forms were reviewed with the faculty member.
<table>
<thead>
<tr>
<th>Rating</th>
<th>1. Pursues advancement of knowledge base and performance levels</th>
<th>Rating</th>
<th>5. Produces articles in refereed or editor-reviewed publications</th>
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<tbody>
<tr>
<td></td>
<td>2. Develops marketable instructional materials or instruction material to enhance course presentation</td>
<td></td>
<td>6. Engages in successful grantsmanship</td>
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<td></td>
<td>3. Creates peer-reviewed artistic works</td>
<td></td>
<td>7. Creates published (or selected unpublished) research, books, etc.</td>
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<td></td>
<td>4. Invitations for professional presentations or performances</td>
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<td>8. ___________________________________________</td>
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*Summary Statement - Include Strengths and Areas for Improvement:*
## Performance Category #3 – Service

<table>
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<tr>
<th>Rating</th>
<th>Rating</th>
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<tbody>
<tr>
<td></td>
<td>1. Participates and/or leads in campus governance</td>
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<td></td>
<td>2. Participates and/or leads in University governance</td>
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<td>3. Supports student organizations</td>
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<td>4. Serves internal/external and public and/or private organizations</td>
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<td></td>
<td>5. Develops and implements local workshops</td>
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<tr>
<td></td>
<td>6. Serves in professional organizations</td>
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</tbody>
</table>

**Summary Statement - Include Strengths and Areas for Improvement:**
Select and complete the appropriate section.

- 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.

**Comments:**

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**Recommendation for Reappointment, Continuing Appointment and/or Promotion:**
(Refer to Advancement Evaluation Table in the Faculty Handbook)

Name  

<table>
<thead>
<tr>
<th>Is</th>
<th>Is Not</th>
<th>Recommended for promotion to the rank of</th>
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<th>Is Not</th>
<th>Recommended for reappointment to a</th>
<th>year term</th>
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<tr>
<th>Is</th>
<th>Is Not</th>
<th>Recommended for continuing appointment</th>
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Signature  
Evaluator – Dean’s Designee  
Date

I □ Do □ Do Not  Concur with this recommendation.

Signature  
Dean  
Date

******************************************************************************

I have reviewed this report.

Signature  
Faculty Member  
Date

A statement is attached.  □ Yes □ No