**ANNUAL FACULTY EVALUATION REPORT FOR INSTRUCTORS**

Name:       CMU 700#:

Academic Department:      Evaluation Period: **2023**

**TEACHING**

List each course taught, including any independent study, internship, or structured research course that had a CRN (even if no student evaluations were completed). All fields are required for each course. You may add or delete rows as needed.

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| **Spring Courses** |
| **Course Number and Title** | **CRN** | **Enrollment** | **Course Evaluation****Median of Medians** | **Course Evaluation****Mean** | **Course Evaluation Response Rate** |
|       |       |       |       |       |      % |
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| **Fall Courses** |
| **Course Number and Title** | **CRN** | **Enrollment** | **Course Evaluation****Median of Medians** | **Course Evaluation****Mean** | **Course Evaluation Response Rate** |
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| **Summer or J-Term Courses** |
| **Course Number and Title** | **CRN** | **Enrollment** | **Course Evaluation****Median of Medians** | **Course Evaluation****Mean** | **Course Evaluation Response Rate** |
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Document other activities below that contributed to your workload in teaching. **Note**: **Faculty are not required to engage in all activities listed below (e.g., teaching online/hybrid, teaching overloads).**

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|  | **Spring** | **Fall** |
| **Number of credit hours taught per semester (do not include overload)** |       |       |
| **Number of contact hours per semester (scheduled hours in class per week)** |       |       |
| **Number of unique course preparations** |       |       |
| **Number of new course preparations (or courses with >50% course revision)** |       |       |
| **Number of in-person classes taught** |       |       |
| **Number of online/hybrid classes taught** |       |       |
| **Total enrollment in all classes (after drop/add)** |       |       |
| **Number of overload credit hours taught per semester (overload is not expected)** |       |       |

Did you receive a peer evaluation of your teaching last year? [ ] Yes [ ] No

If yes, attach the evaluation to this form.
  **Note: It is recommended that instructors in their first three years have an annual peer evaluation.**

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| **List or describe additional teaching accomplishments based on departmental expectations. This could include participation in Center for Teaching & Learning activities, other professional development, course or curricular modifications or improvements, and teaching innovation or improvement.** |
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| **You may use this space to describe your accomplishments in teaching or to provide contextual information pertinent to your responses in this section (OPTIONAL).** |
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| **Academic Department Head Evaluation and Comments** |
| **Evaluation Unsatisfactory (1)** **[ ]** **Below Expectation (2)** **[ ]** **Successful (3)** **[ ]** **Above Expectation (4)** **[ ]** **Exceptional (5)** **[ ]**  | Score        |
| **Comments**      |

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| **VPAA Evaluation and Comments** |
| **Evaluation Unsatisfactory (1) [ ]** **Below Expectation (2) [ ]** **Successful (3) [ ]** **Above Expectation (4) [ ]** **Exceptional (5) [ ]**  | Score        |
| **Comments**      |

**The following sections are not required for instructors, but you may use these to document any additional successes in research, scholarly, and creative activities as well as service and advising.**

**RESEARCH, SCHOLARLY, AND CREATIVE ACTIVITIES**

Provide your accomplishments this year in research, scholarship, and creative activities. Please add or delete rows as needed.

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| **Scholarship Activity** |
| **Scholarship Activity** | **Scholarship Type** | **Does this work involve students?**  | **Progress**  |
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| **List or describe additional research, scholarly, and creative accomplishments based on departmental expectations. This could include pedagogical research, participation in professional activities, maintaining accreditation, or sharing expertise outside the traditional classroom so long as the activity enhances teaching or otherwise contributes to growth in the discipline. Scholarship can also include continued education and professional development activities appropriate to professional assignments.**  |
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| **You may use this space to describe your accomplishments in research, scholarly, and creative activities or to provide contextual information pertinent to your responses in this section (OPTIONAL).** |
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| **Academic Department Head Evaluation and Comments** |
| **Comments**      |

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| **VPAA Evaluation and Comments** |
| **Comments**      |

**SERVICE & ADVISING**

List and describe your service contributions, which may include those that contribute to the university, your department, your discipline, or the community. Advising service should be included as well. Please add or delete rows as needed.

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| **Service** |
| **Committee/Group/Activity** | **Service Type** | **Role (e.g., member, chair)** | **Did you attend at least 80% of meetings?** | **On a scale from 1-10, rate your contribution to this activity.** |
|       | Choose an item. | Choose an item. | Choose an item. |       |
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| **Student Advising, Recruiting, and Orientation Events** |
| **Programs Advised, Recruiting, or Orientation Event**  | **Number of Advisees/****Attendees** | **Role** | **Semester/Year (events only)** | **Estimate of time spent** |
|       |       | Choose an item. |       |       |
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| **You may use this space to describe your accomplishments in service and advising or to provide contextual information pertinent to your responses in this section (OPTIONAL).** |
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| **Academic Department Head Evaluation and Comments** |
| **Comments**      |

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| **VPAA Evaluation and Comments** |
| **Comments**      |

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| **OVERALL RATING by ADH** |
|  **OVERALL RATING** |       |
| **Academic Department Head Comments**      |
| **VPAA Comments**      |

**OVERALL RATING KEY**

**Exceptional:** The Faculty member’s performance is superior, far above what is required. Faculty member consistently exceeds highest standards.

**Above Expectation:** The Faculty member’s performance is consistently above normal expectations and standards.

**Successful:** The Faculty member’s performance is consistent with what is expected and considered acceptable.

**Below Expectation:** The Faculty member’s performance is generally below the minimum requirements for the job.

**Unsatisfactory:** The Faculty member’s performance does not meet minimum job requirements. Lack of improvement may result in disciplinary action.

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| **Employee Comments** |
| **Comments**      |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Agree [ ]  Disagree [ ]  with my Performance Evaluation.
 (Employee’s Signature)

Date:

Academic Department Head’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

VPAA Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_