**ANNUAL FACULTY EVALUATION REPORT FOR PRE-TENURE FACULTY**

**Name**:       **CMU 700#:**

Academic Department:       Evaluation Period: 2023

Faculty Rank: Choose an item.

Review Year [ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ] 5 [ ] 6 [ ] 7

**Note: You must attach your updated vita to this document.**

**Provide the weights you assigned to each factor for the year under review:**

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| Teaching  |       | % (range of 50-65%) |
| Scholarly Activity |       | % (minimum of 10%) |
| Service (includes advising) |       | % (minimum of 15%) |
| **Total**  |       | % (must equal 100%) |

**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** |
|       |       |       |       |       |      % |
|       |       |       |       |       |      % |

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 here)** |       |       |
| **Number of contact hours per semester (scheduled hours in class per week)** |       |       |
| **Number of distinct 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 pre-tenure faculty have a peer evaluation annually.**

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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. You may add rows as needed.** |
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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** |
| **Weight for Teaching** |       % |
| **Evaluation Unsatisfactory (1)** **[ ]** **Below Expectation (2)** **[ ]** **Successful (3)** **[ ]** **Above Expectation (4)** **[ ]** **Exceptional (5)** **[ ]**  | Score (weight x eval)       |
| **Comments**      |

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| **VPAA Evaluation and Comments** |
| **Weight for Teaching** |       % |
| **Evaluation Unsatisfactory (1) [ ]** **Below Expectation (2) [ ]** **Successful (3) [ ]** **Above Expectation (4) [ ]** **Exceptional (5) [ ]**  | Score (weight x eval)       |
| **Comments**      |

**RESEARCH, SCHOLARLY, AND CREATIVE ACTIVITIES**

Provide your accomplishments this year in research, scholarship, and creative activities aligned with departmental expectations. Not all departments will have expectations in each of the areas listed. It is not required to involve students in your scholarly activity. Please add or delete rows as needed.

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| **Scholarship Activity** |
| **Scholarly or Creative Work** | **Scholarship Type** | **Does this work involve students?**  | **Progress**  |
|       | Choose an item. | Choose an item. | Choose an item. |
|       | Choose an item. | Choose an item. | Choose an item. |
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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, 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. See the *Professional Personnel Employee* *Handbook* for more detail.** |
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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** |
| **Weight for Research, Scholarly, or Creative Activity** |       % |
| **Evaluation Unsatisfactory (1) [ ]** **Below Expectation (2) [ ]** **Successful (3) [ ]** **Above Expectation (4) [ ]** **Exceptional (5) [ ]**  | Score (weight x eval)       |
| **Comments**      |

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| **VPAA Evaluation and Comments** |
| **Weight for Research, Scholarly, or Creative Activity** |       % |
| **Evaluation Unsatisfactory (1) [ ]** **Below Expectation (2) [ ]** **Successful (3) [ ]** **Above Expectation (4) [ ]** **Exceptional (5) [ ]**  | Score (weight x eval)       |
| **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. **Pre-tenure faculty should have progressive/increasing service responsibilities as they get closer to applying for tenure**. 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. |       |
|       | 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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| **List or describe additional ways you engaged in service.** |
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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** |
| **Weight for Service & Advising** |       % |
| **Evaluation Unsatisfactory (1) [ ]** **Below Expectation (2) [ ]** **Successful (3) [ ]** **Above Expectation (4) [ ]** **Exceptional (5) [ ]**  | Score (weight x eval)       |
| **Comments**      |

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| **VPAA Evaluation and Comments** |
| **Weight for Service & Advising** |       % |
| **Evaluation Unsatisfactory (1) [ ]** **Below Expectation (2) [ ]** **Successful (3) [ ]** **Above Expectation (4) [ ]** **Exceptional (5) [ ]**  | Score (weight x eval)       |
| **Comments**      |

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| **OVERALL RATING (ADH)** |
| **Overall Teaching Score**  |        |
| **Overall Research, Scholarly, and Creative Activity Score**  |       |
| **Overall Service Score** |       |
| **TOTAL SCORE** |       |
| **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 (451-500 points).

**Above Expectation:** The Faculty member’s performance is consistently above normal expectations and standards (351-450 points).

**Successful:** The Faculty member’s performance is consistent with what is expected and considered acceptable (251-350 points).

**Below Expectation:** The Faculty member’s performance is generally below the minimum requirements for the job (151-250 points).

**Unsatisfactory:** The Faculty member’s performance does not meet minimum job requirements. Lack of improvement may result in disciplinary action (below 150 points).

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

Date:

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

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