

Outline & Organization for Annual Evaluation Report

The purpose of the example annual review binder provided is to simplify the process of putting your annual review materials together so that you have included everything required and that the contents are organized properly. What follows is an outline of what to provide and some of my suggestions.

Front Pocket of Binder

Proposed Activities Form (sample included)– The form that Lists the “rating”, “departmental weights” (you negotiated these with your Chair) and the score for each and then at the bottom the sum of weights and the total score. Then you need to provide a list of your proposed activities (teaching, scholastic, professional and service) for the coming academic year. Then the signature lines for chair, faculty member, and Dean (Don’t forget to remember the signatures. When I get your binder your chair and you should have signed unless you decide not to.

Cover Sheet for Annual Evaluation (sample included) – Provide a copy of this form. Remember you need to insert after the CV (see below). You can obtain this form from the College website. Go to “Administration” then click on “Cover Sheet for Annual Evaluations”.

Behind the Cover Sheet you should include a copy of your “Teaching Effectiveness Report” from the first section of your Annual Evaluation Report in this binder (Insert 5 I) Your Department Chair wants you to do this because it makes the information you provided in your Annual Evaluation Report easily accessible to the Chair who needs it for reporting purposes.

Inserts for Binder

Insert 1. CV – please make sure you follow the format and organization provided in the faculty handbook.

Insert 2. Cover Sheet for Annual Evaluation of Faculty – this is the form where you provide appointment (% teaching/% research), date of appointment, courses taught, and the list of publications, grants, etc for 3 years and then the average for the 3 years. You can obtain this form from the College website. Go to “Administration” then click on “Cover Sheet for Annual Evaluations”.

Insert 3. Goals – Provide your goals for the evaluation year along with your assessment of each goal. Did you meet your goals? Also provide your goals on a separate piece of paper for the coming assessment year.

Insert 4. Scoresheet – Faculty Evaluation Form for Reporting Year “....” At the top.

Insert 5.

- I. Section 1. First part is Teaching Performance where you list your SRI scores and then do the scoring based on weight for teaching that you negotiated with your chair. Please note that you should look carefully at subsection B and if you accomplished one of the 3 things listed, or all 3, indicate what you did. Your Chair may be able to give you more points for this.
- II. Section II is Research & Scholarly Activity
- III. Section III is Professional Growth & Activities
- IV. Section IV is Non-Teaching Activities Supportive of University Program

The scoresheet is fairly self-explanatory in terms of how you score yourself for each section. Be sure you know what the "weight" for each Section is because you will need this weight to get a final score for each section. ***You will use the score you calculate for each section to complete the Summary of Annual Evaluation Form of Faculty that is place in the front pocket of the binder.***

Insert 5. Annual Report by Faculty Members – Provide the Cover Form for this that has a line for **name**, followed by lines for **your rank and Department**, followed by lines for **highest degree and Institution** Granting degree, followed by lines for **Date of Initial Appointment to TAMUK** and line indicating if you are **tenured or tenure track**, followed by the last lines for **date of present rank and institution** where so appointed.

- I. Teaching Effectiveness – Provide a written summary of your teaching effectiveness. No more than a page or two. SRI score for each class, SLO's for each class, anything in particular you think you did to improve teaching effectiveness. List grad student pubs or presentations as well as undergrad pubs and presentations if any.
- II. Research, Creative and Scholarly Activity - Provide a written summary of your teaching effectiveness. No more than a page or two. Number of pubs, presentations, grants submitted, grants received and how much, popular articles and presentations given to lay audiences.
- III. Professional Growth - Provide a written summary of your teaching effectiveness. No more than a page or two. Number of memberships in professional organizations, Committee Service, meetings attended, any awards received are all good examples.
- IV. Non-Teaching Activities in Support of University Programs. Departmental , College and University Committee service is listed here, as well as any university sponsored activities you attended. Faculty Advisor to Student Clubs.

Insert 6. Appendices – Provide examples that you would like to include that support what you indicated for each section of the Annual Report.

- I. Teaching Effectiveness – SRI reports for classes, results of SLO's are good examples.
- II. Research, Creative and Scholarly Activity – The first page of a journal publication, documentation that you received a grant, copy of a meeting program cover sheet and then page indicating when your presentation was given are good examples.
- III. Professional Growth – A card indicating your were a member of a professional organization if one was provided, Letters thanking you for Professional Committee Service, award documentation are good examples
- IV. Non-Teaching Activities in Support of University Programs. – Letters thanking you for service on Committees are good examples.

It would not be a bad idea for you to come by my office and we can go over this example binder in case you have any questions. Generally I can clear-up some confusion if you have any. Remember that I am the one who reviews these after your Chair brings the faculty annual evaluation binders to the Dean's Office. So if you forgot something or have constructed the binder in the wrong order then you will hear from me after I review it. Remember this example binder is meant to help you prepare you annual review

binder, and as I indicated we can meet and discuss what needs to be included in this thing and how it should be organized if you want to.

Bill