**FACULTY EVALUATION FORM**

**(by Department Chair/College Dean/Library Director)**

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| **Faculty Name:** |  |
| **Title:** |  |
| **College/Department:** |  |
| **Date Hired as Full-Time Faculty:** |  |
| **Evaluation Year:** |  |

After reviewing a faculty member’s self-evaluation and student evaluations, the Department Chair/Dean or Library Director will provide summative comments in the categories below, and will then meet with the faculty member/librarian to review and discuss the comments.

**Teaching Effectiveness** *(for full-time faculty and librarians)*

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| --- |
| Narrative: |

**Professional Effectiveness** *(for librarians)*

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| --- |
| Narrative: |

**Research & Scholarly Activities** *(for full-time faculty and librarians)*

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| --- |
| Narrative: |

**University Service** *(for full-time faculty and librarians)*

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| --- |
| Narrative: |

**Professional and Community Service** *(for full-time faculty and librarians)*

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| --- |
| Narrative: |

**Student Advising and Involvement** *(for full-time faculty)*

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| --- |
| Narrative: |

**Additional Comments** (related to professionalism, department/College/University

needs (e.g., improved assessment of learning), etc.

|  |
| --- |
| Narrative: |

**Faculty Evaluation Signature Page**

*Signing the evaluation form verifies that the faculty member was given an opportunity to read*

*the evaluation and that a meeting took place between the faculty member and the Department*

*Chair/College Dean or Library Director concerning the evaluation. It does not imply that the*

*faculty member either agrees or disagrees with the contents of the evaluation. Subsequent to*

*the evaluation conference, faculty members may respond with written comments about the*

*content of the Chair/Dean’s or Library Director’s evaluation if the faculty member wishes to*

*provide the Chair/Dean or Library Director and the Provost/Vice President for Academic Affairs*

*with additional information or insights.*

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**Faculty Member Date**

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**Department Chair Date**

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**College Dean Date**

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**Director of Library Date**