

Originally Issued: August 25, 2016

Revised: June 15, 2017

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Reviewed: April 1, 2020  
Reviewed: February 10, 2025

**2024-2026**

**FACULTY PROMOTION**

**REVIEWER’S SUMMARY EVALUATION FORM**

Score the criteria below to indicate the strength of the narrative and the artifacts for each section listed below.

**Summary Evaluation of Achievement: The committee** chair is to provide a summary statement based on committee deliberations and secret ballot vote that addresses the principal accomplishment in the areas and evaluates strengths and weaknesses, commenting as appropriate on: teaching effectiveness, student advising and involvement, research and scholarly activities, university service, and professional and community service, indicating whether the portfolio contained adequate documentation regarding each area.

**I. TEACHING EFFECTIVENESS 40%**

| **Criteria** | **Supporting**  **Documents** | # **of Points**  Exceptional 10-8 Average 7-4  Below Average 3-1 |
| --- | --- | --- |
| A. Reviewer’s Comments on Teaching Effectiveness:  Click here to enter text. |  |  |
| **1. Teaching Philosophy (10 points)**  Click here to enter text. | YES  NO | Click here to enter text. |
| **2. Courses/Students Taught (10 points)** Variety of courses taught per semester/academic year Preparations per semester/year (Please distinguish between courses “anchored” and courses taught). Incorporation of Instructional Technology Description of DL and traditional course delivery Credit Hour Production  Click here to enter text. | YES  NO | Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| **3. Teaching Quality (10 points)** Grade Distributions Course Organization (provide sample syllabi for each course taught; emphasize improvement over time by including initial and current syllabi) Course Evaluations Student Letters of Recommendation Teaching Honors/Awards Assignments  Click here to enter text. | YES  NO | Click here to enter text. |
| **4. Academic Preparation (10 points)** Earned Doctorate or Highest Degree in Discipline (10 pts) Earned Doctorate out-of-field Master’s Degree with minimum of 18 hours in discipline Approval given by Accrediting Body Approval provided by Letter of Appointment  Click here to enter text. | YES  NO | Click here to enter text. |
| **TOTAL (40 points)** |  | Click here to enter text. |

**II. STUDENT ADVISING AND INVOLVEMENT 20%**

| **Criteria** | **Supporting**  **Documents** | # **of Points**  Exceptional 10-8 Average 7-4  Below Average 3-1 |
| --- | --- | --- |
| A. Reviewer’s Comments on Student Advising and Involvement:  Click here to enter text. |  |  |
| **1. Student Organization/Activities Involvement (10 points)** Sponsor of student organizations (Exceptional) – Participation in student activities (Average to Below Average) Student publications and conference participation  Click here to enter text. | YES  NO | Click here to enter text. |
| **2. Student Advising (10 points)** Advising Load and Effectiveness (List of Advisees) Career Guidance (Include letters of recommendation written for students/alumni) Graduate School and Career Guidance Recruiting Activities Student letters of recommendation  Click here to enter text. | YES  NO | Click here to enter text. |
| **TOTAL (20 points)** |  | Click here to enter text. |

**III. RESEARCH AND SCHOLARLY/CREATIVE ACTIVITIES 20%**

| **Criteria (Keep in mind the stature of scholarly products)** | **Supporting**  **Documents** | # **of Points**  Exceptional 10-8 Average 7-4  Below Average 3-1 |
| --- | --- | --- |
| A. Reviewer’s Comments on Research and Scholarly Activities:  Click here to enter text. |  |  |
| **1. Publications/Creative Works (10 points)** Newsletters Publications in Professional Journals (List referred separate from non-referred journals.) Book Publication (indicate whether self-published) Grants Applied/Secured Creative Works Reports (e.g., writing accreditation standards)  Click here to enter text. | YES  NO | Click here to enter text. |
| **2. Conferences,Lectures, and Workshops (10 points)** Conference presentations/proceedings published (separate according to national, state and local presentations)  Continuing Education Activities (appropriate for discipline)  Professional Licenses/certifications (to keep current)  Click here to enter text. | YES NO | Click here to enter text. |
| **TOTAL (20 points)** |  | Click here to enter text. |

**IV. UNIVERSITY SERVICE 10%**

| **Criteria** | **Supporting**  **Documents** | # **of Points**  Exceptional 10-8 Average 7-4  Below Average 3-1 |
| --- | --- | --- |
| A. Reviewer’s Comments on University Service:  Click here to enter text. |  |  |
| **1. Department Level (5 points)** Developing New Programs and Courses Preparing Accreditation Documents  Click here to enter text. | YES  NO | Click here to enter text. |
| **2. University Level (5 points)** Service as Committee Chair (Exceptional) – Active Committee Involvement (Average) Service as Department Chair  Click here to enter text. | YES  NO | Click here to enter text. |
| **TOTAL (10 points)** |  | Click here to enter text. |

**V. PROFESSIONAL AND COMMUNITY SERVICE 10%**

| **Criteria** | **Supporting**  **Documents** | # **of Points**  Exceptional 10-8 Average 7-4  Below Average 3-1 |
| --- | --- | --- |
| A. Reviewer’s Comments on Professional and Community Service:  Click here to enter text. |  |  |
| **1. Participation in Professional Organizations (Please distinguish  among local, regional, national, and international) (5 points)**  Click here to enter text. | YES NO | Click here to enter text. |
| **2. Participation in Civic and Community Organizations (5 points)**  Click here to enter text. | YES  NO | Click here to enter text. |
| **TOTAL (10 points)** |  | Click here to enter text. |

COMMENTS ON PORTFOLIO OVERALL QUALITY

Strengths:

Click here to enter text.

Weaknesses/Concerns:

Click here to enter text.

**REVIEWER’S SUMMARY EVALUATION**

**TOTALS EARNED BY CANDIDATE**

| **CRITERIA** | Enter Candidate Name. | Enter Candidate Name. | Enter Candidate Name. | Enter Candidate Name. | Enter Candidate Name. |
| --- | --- | --- | --- | --- | --- |
| **Teaching Effectiveness** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Student Advising & Involvement** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Research & Scholarly Activities** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **University Service** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Professional & Community Service** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Total Points Earned** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |