

Originally Issued: August 25, 2016

Revised: June 15, 2017

Formatting Revision: October 10, 2017
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 7-4Below 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 yearPreparations per semester/year (Please distinguish between courses “anchored” and courses taught).Incorporation of Instructional TechnologyDescription of DL and traditional course deliveryCredit Hour ProductionClick here to enter text. | [ ] YES[ ] NO | Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| **3. Teaching Quality (10 points)**Grade DistributionsCourse Organization (provide sample syllabi for each course taught; emphasize improvement over time by including initial and current syllabi)Course EvaluationsStudent Letters of RecommendationTeaching Honors/AwardsAssignmentsClick 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-fieldMaster’s Degree with minimum of 18 hours in disciplineApproval given by Accrediting BodyApproval provided by Letter of AppointmentClick 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 7-4Below 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 participationClick 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 ActivitiesStudent letters of recommendationClick 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 7-4Below Average 3-1 |
| --- | --- | --- |
| A. Reviewer’s Comments on Research and Scholarly Activities: Click here to enter text. |  |  |
| **1. Publications/Creative Works (10 points)**NewslettersPublications in Professional Journals (List referred separate from non-referred journals.) Book Publication (indicate whether self-published)Grants Applied/Secured Creative WorksReports (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 7-4Below Average 3-1 |
| --- | --- | --- |
| A. Reviewer’s Comments on University Service: Click here to enter text. |  |  |
| **1. Department Level (5 points)**Developing New Programs and CoursesPreparing Accreditation DocumentsClick here to enter text. | [ ] YES[ ] NO | Click here to enter text. |
| **2. University Level (5 points)**Service as Committee Chair (Exceptional) – ActiveCommittee Involvement (Average)Service as Department ChairClick 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 7-4Below 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. |