

 <p>GEORGIA COLLEGE GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY</p> <hr/> <p>J. Whitney Bunting College of Business</p>	<p>DEPARTMENT CHAIR'S ANNUAL EVALUATION OF FACULTY PERFORMANCE</p> <p>J. WHITNEY BUNTING COLLEGE OF BUSINESS</p>
---	--

Faculty Member Name: _____ Academic Year: _____

Department Chair Name: _____

This evaluation is to be completed by the department chair. All judgments must be documented with supportive evidence, for example, the faculty member's Individual Faculty Report. All judgments indicating "Unsatisfactory" or "Needs Improvement" must be documented with supportive comments and these comments should indicate specific actions in which the faculty member needs to be engaged to bring his/her rating to a higher level. This evaluation must be signed and dated by the department chair and the faculty member. A signature on this evaluation means that the faculty member has seen this document. It does not necessarily indicate agreement with the content of the evaluation. Faculty may appeal the department chair evaluation by complying with the procedures described in Section 3.07.03.5 in the Academic Handbook.

DEFINITIONS OF RATINGS

Excellent (E): Rating for faculty whose performance far exceeds requirements in principal professional responsibilities on a consistent basis. This rating is normally reserved for those few individuals whose performance is outstanding to all.

Commendable (C): Rating for faculty whose performance clearly and consistently exceeds requirements in principal professional responsibilities.

Fully Acceptable (FA): Rating for faculty whose performance consistently meets requirements in principal professional responsibilities. This rating recognizes satisfactory accomplishment and achievement.

Needs Improvement (NI): The rating for faculty whose performance has approached, but not yet met, requirements in principal professional responsibilities. The need for further development is definitely recognizable. An "NI" rating in a category is considered grounds for rejection of a tenure application.

Unsatisfactory (U): This rating is for faculty whose performance clearly fails to meet requirements in principal professional responsibilities. Improved performance is expected and required as a condition of continued employment in the position. A "U" rating in a category indicates the problems related to faculty member performance are severe enough to constitute grounds for dismissal.

Not Applicable (NA)

Faculty Member Name: _____ Academic Year: _____ Initials: _____

Teaching (50%) The primary mission of Georgia College is instruction to prepare students for successful, responsible lives and careers. Faculty members will demonstrate a consistent record of effective teaching. Performance as a teacher includes high expectations for students, leadership in curriculum development, student mentoring, and collaboration with colleagues within the department. Evidence to support performance as a teacher may include, but is not limited to: course syllabi and course assignments, examples of student work, and curriculum/course innovations. Teaching in the College of Business is evaluated annually according to four broad criteria: course design, delivery of content, content expertise, and course management.	NA	U	NI	FA	C	E
Course Design: Course content matches course objectives; graded course elements directly relate to course objectives and syllabus content; exhibit use of creative/high-engagement/active-learning pedagogies where appropriate. Comments:	NA	U	NI	FA	C	E
Delivery of Content: Effective teaching demonstrated by both student teaching evaluations and alternative teaching evaluation method(s) utilized by the department. Comments:	NA	U	NI	FA	C	E
Content Expertise: Current in area(s) of teaching as exhibited by classroom content. Comments:	NA	U	NI	FA	C	E
Course Management: Accessible to students; on time to class; work returned on time with appropriate comments. Comments:	NA	U	NI	FA	C	E
Other comments as appropriate (optional): 						

Faculty Member Name: _____ Academic Year: _____ Initials: _____

Research (35%) Tenure-track faculty members are expected to maintain AQ status as defined by the College of Business AQ/PQ document.	NA	U	NI	FA	C	E
<p>Refereed research includes journal articles, proceedings, and paper presentations at professional meetings, which must:</p> <p>Be peer or editor reviewed and publicly available as defined by the College of Business P&T guidelines</p> <p>Meet quality expectations as defined by the College of Business P&T guidelines</p> <p>Exhibit impact using measures such as journal acceptance rates or citation indexes</p> <p>Comments:</p>	NA	U	NI	FA	C	E
<p>Other Intellectual Contributions include books and book chapters, non-peer-reviewed publications such as invited journal publications, faculty research seminars, instructional software, and teaching cases with related instructional materials.</p> <p>Comments:</p>	NA	U	NI	FA	C	E
<p>Other comments as appropriate (optional):</p>						

Faculty Member Name: _____ Academic Year: _____ Initials: _____

Service (10%) - To the Institution, Profession, and Community	NA	U	NI	FA	C	E
<p>Faculty members are expected to demonstrate service that directly impacts the quality of education provided to students and is related to a faculty member's primary teaching duties. Service may include: academic advising of students, advisor to a student organization, course coordinator, committee service (i.e., member, chairperson), and conference management (e.g., chair, track chair, reviewer), or officer in a professional association.</p> <p>Comments:</p>	NA	U	NI	FA	C	E
Other comments as appropriate (optional):						

Faculty Member Name: _____ Academic Year: _____ Initials: _____

Professional Growth & Development (5%)	NA	U	NI	FA	C	E
<p>Faculty members are expected to remain intellectually active and maintain currency in their discipline through activities such as: participation at forums and conferences, involvement in professional organizations, faculty development programs, certifications, and additional education or degrees.</p> <p>Comments:</p>	NA	U	NI	FA	C	E
Other comments as appropriate (optional):						
NOTE: PQ faculty must maintain PQ status as defined by the CoB AQ/PQ document.						

SIGNATURE SHEET 3.04C

This is to certify that I have read the Department Chair’s Evaluation of Faculty Performance regarding my annual performance. My chair and I have conferred on this matter. **I have/have not (strike one)** responded formally in writing (if “Yes” the response is attached to the Chair’s Evaluation). I understand that I have the right to review the chair’s response (if any) to my response, and furthermore, that I may review personnel files kept on me which are used in personnel decisions, and that I have the right to place in these files any information that explains my position on any matter contained in such files.

A signature on this evaluation means that the faculty member has seen this document. It does not necessarily indicate agreement with the content of the evaluation. Faculty may appeal the department chair evaluation by complying with the procedures described in Section 3.07.03.5 in the Academic Affairs Handbook.

Faculty Member

Date

This is to certify that **I have/have not (strike one)** received a response from this faculty member and **I have/have not (strike one)** responded. **I have/have not (strike one)** made changes in my evaluation of this faculty member, based on either the response received or from the conference held with the faculty member.

Department Chair

Date

This is to certify that I have reviewed the materials presented in this faculty review.

College of Business Dean

Date

Annual-faculty-evaluation-form-College-of-Business-JAN-2012.docx; Approved by College of Business faculty 1/6/12

