**ANNUAL FACULTY EVALUATION REPORT FOR TECHNICAL FACULTY**

Name:       CMU 700#:

Technical Program:      Evaluation Period: 2023

Review Year  1  2  3  4 5 6

Eligible for Promotion: Yes No (Beginning of Year 6)

**Provide the weights you assigned to each factor for the year under review:**

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| Teaching |  | % (range of 50-65%) |
| Professional Development |  | % (minimum of 10%) |
| Service (includes advising) |  | % (minimum of 15%) |
| **Total** |  | % (must equal 100%) |

**TEACHING**

List each course taught, including any independent study, internship, or structured research course that had a CRN (even if no student evaluations were completed). All fields are required for each course. You may add or delete rows as needed.

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| **Spring Courses** | | | | | |
| **Course Number and Title** | **CRN** | **Enrollment** | **Course Evaluation**  **Median of Medians** | **Course Evaluation**  **Mean** | **Course Evaluation Response Rate** |
|  |  |  |  |  | % |
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| **Fall Courses** | | | | | |
| **Course Number and Title** | **CRN** | **Enrollment** | **Course Evaluation**  **Median of Medians** | **Course Evaluation**  **Mean** | **Course Evaluation Response Rate** |
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| **Summer and J-Term Courses** | | | | | |
| **Course Number and Title** | **CRN** | **Enrollment** | **Course Evaluation**  **Median of Medians** | **Course Evaluation**  **Mean** | **Course Evaluation Response Rate** |
|  |  |  |  |  | % |
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Document other activities below that contributed to your workload in teaching. **Note**: **Faculty are not required to engage in all activities listed below (e.g., teaching online/hybrid, teaching overloads).**

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|  | **Spring** | **Fall** |
| **Number of credit hours taught per semester (do not include overload)** |  |  |
| **Number of overload credit hours taught per semester** |  |  |
| **Number of distinct course preparations** |  |  |
| **Number of in-person classes taught** |  |  |
| **Number of online/hybrid classes taught** |  |  |
| **Total enrollment in all classes (after drop/add)** |  |  |

Did you receive a peer evaluation of your teaching last year? Yes No

If yes, attach the evaluation to this form.  
  **Note: It is recommended that technical faculty in their first three years have an annual peer evaluation.**

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| **List or describe additional teaching accomplishments based on program expectations (if applicable).** |
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| **You may use this space to describe your accomplishments in teaching or to provide contextual information pertinent to your responses in this section (OPTIONAL).** |
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| **Program Director Evaluation and Comments** | |
| **Weight for Teaching** | % |
| **Evaluation Unsatisfactory (1)**  **Below Expectation (2)**  **Successful (3)**  **Above Expectation (4)**  **Exceptional (5)** | Score (weight x eval) |
| **Comments** | |

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| **VPCCA Comments** |
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**Professional Development**

Provide your accomplishments this year in engagement in professional development activities. Please add or delete rows as needed.

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| **Professional Development** | |
| **Type of Work/Description** | **When Completed**  **(if relevant)** |
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| **You may use this space to describe your accomplishments in professional development or to provide contextual information pertinent to your responses in this section (OPTIONAL).** |
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| **Program Director Evaluation and Comments** | |
| **Weight for Professional Development** | % |
| **Evaluation Unsatisfactory (1)**  **Below Expectation (2)**  **Successful (3)**  **Above Expectation (4)**  **Exceptional (5)** | Score (weight x eval) |
| **Comments** | |

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| **VPCCA Comments** |
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**SERVICE (INCLUDING ADVISING)**

List and describe your service contributions, which may include those that contribute to CMU/CMU Tech, your technical or academic program, or the community. Advising should be included as well. **It is not expected that all technical faculty will have activities to document in every section.**

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| **CMU/CMU Tech Service** | | | |
| **Committee/Group/Activity** | **Role (e.g., member, chair)** | **Did you attend at least 80% of meetings?** | **On a scale from 1-10, rate your contribution to this activity.** |
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| **Program Service** | | | |
| **Committee/Group/Activity** | **Role (e.g., member, chair)** | **Did you attend at least 80% of meetings?** | **On a scale from 1-10, rate your contribution to this activity.** |
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| **Student Advising** | | |
| **Programs Advised**  **(e.g., degree, major, minor, certificate)** | **Number of Fall Advises** | **Average hours per week spent advising** |
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| **Advising, Recruiting, and Tech Scholars Orientation Events** | | |
| **Event** | **Role (e.g., attended; planned, organized)** | **Month/Year** |
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| **Service to the Community** | | | |
| **Committee/Group/Activity** | **Role (e.g., member, chair)** | **Did you attend at least 80% of meetings?** | **On a scale from 1-10, rate your contribution to this activity.** |
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| **List or describe additional ways you engaged in service (if applicable).** |
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| **You may use this space to describe your accomplishments in service and advising or to provide contextual information pertinent to your responses in this section (OPTIONAL).** |
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| **Program Director Evaluation and Comments** | |
| **Weight for Service & Advising** | % |
| **Evaluation Unsatisfactory (1)**  **Below Expectation (2)**  **Successful (3)**  **Above Expectation (4)**  **Exceptional (5)** | Score (weight x eval) |
| **Comments** | |

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| **VPCCA Comments** |
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| **OVERALL RATING (Program Director)** | |
| **Overall Teaching Score** |  |
| **Overall Professional Development Score** |  |
| **Overall Service & Advising Score** |  |
| **TOTAL SCORE** |  |
| **OVERALL RATING** |  |
| **Program Director Comments** | |
| **VPCCA Comments** | |

**OVERALL RATING KEY**

**Exceptional:** The Faculty member’s performance is superior, far above what is required. Faculty member consistently exceeds highest standards (451-500 points).

**Above Expectation:** The Faculty member’s performance is consistently above normal expectations and standards (351-450 points).

**Successful:** The Faculty member’s performance is consistent with what is expected and considered acceptable (251-350 points).

**Below Expectation:** The Faculty member’s performance is generally below the minimum requirements for the job (151-250 points).

**Unsatisfactory:** The Faculty member’s performance does not meet minimum job requirements. Lack of improvement may result in disciplinary action (below 150 points).

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| **Employee Comments** |
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I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Agree  Disagree  with my Performance Evaluation.  
 (Employee’s Signature)

Date:

Program Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

VPCCA Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_