

**Annual Faculty Evaluation Review Form (Full-time Faculty)  
Austin Peay State University  
Policy Reference: 2:053 (Annual Faculty Evaluation Review)**

Evaluation period:

Evaluation of (name):

Date completed:

College:

Department:

**I. Performance Appraisal:**

**Note:** For purposes of workload calculation for the annual faculty evaluation, upon mutual written agreement by the faculty member and department chair, up to 10 percentage points in workload distribution shall be allowed to more accurately reflect actual evaluation workload.

**Please rate the employee using the following key:**

Level of Performance		Description of Performance
1 – 1.5	Far below expectations	Did not meet the responsibilities associated with the position.
2 – 2.5	Below expectations	Fulfilled most responsibilities, but did not fulfill all responsibilities. Inconsistent level of performance across tasks.
3 – 3.5	Met expectations	Fulfilled all key responsibilities. Consistently performed to established work standards.
4 – 4.5	Exceeded expectations	Fulfilled all key responsibilities & completed additional responsibilities as well. Consistently a high performer.
5	Far exceeded expectations	Far exceeded the job responsibilities in all areas & took charge of major projects. Consistent high performer & expert at position.

**Please select the appropriate performance level for each responsibility below.** A list of example criteria are bulleted.

Responsibility	Far Below Expectations		Below Expectations		Met Expectations		Exceeded Expectations		Far Exceeded Expectations	
Academic Assignment & Advising	<ul style="list-style-type: none"> <li>Used materials &amp; activities that actively engage student learning</li> <li>Used appropriate &amp; varied tools for evaluating &amp; assessing student learning</li> <li>Encouraged student interest in the subject area &amp; pursuing goals beyond the classroom</li> <li>Helped students define &amp; develop a realistic graduation plan &amp; continued educational/career paths</li> </ul>									
	1	1.5	2	2.5	3	3.5	4	4.5	5	
Comments (Optional)										

Responsibility	Far Below Expectations		Below Expectations		Met Expectations		Exceeded Expectations		Far Exceeded Expectations	
Scholarly & Creative Activities	<ul style="list-style-type: none"> <li>Participated in activities designed to enhance professional performance &amp; scholarship appropriate to discipline (e.g., research, recording, publishing, performance, conferences, grants)</li> <li>Kept current with discipline (e.g., by reading journals, attending exhibits, performances, conferences)</li> </ul>									
	1	1.5	2	2.5	3	3.5	4	4.5	5	
Comments (Optional)										

Responsibility	Far Below Expectations		Below Expectations		Met Expectations		Exceeded Expectations		Far Exceeded Expectations
Service	<ul style="list-style-type: none"> <li>Collaborated with colleagues (including faculty, staff, administrators) to achieve shared goals</li> <li>Served on committees at the departmental, college, &amp;/or university level</li> <li>Engaged in collegiate &amp;/or mentorship activities</li> <li>Engaged in service to one's discipline &amp;/or broader community</li> </ul>								
	1	1.5	2	2.5	3	3.5	4	4.5	5
Comments (Optional)									

Responsibility	Far Below Expectations		Below Expectations		Met Expectations		Exceeded Expectations		Far Exceeded Expectations
Administration	<ul style="list-style-type: none"> <li>Submitted required documents/reports in a timely manner</li> <li>Attended departmental, college, university, &amp; other required meetings</li> <li>Communicated up-to-date information with peers &amp; administrators</li> <li>Supported strategic plan</li> </ul>								
	1	1.5	2	2.5	3	3.5	4	4.5	5
Comments (Optional)									

## II. Composite Score:

The Chair or Supervisor will calculate an **Overall Composite Rating (OCR)** for each faculty member/instructor. The following chart is not an exhaustive list of workloads, rather it should be used as a general guide in setting appropriate weights across areas of assignment, as determined by the Chair or Supervisor in consultation with the faculty member in the previous review period (subject to change).

Your Teaching Load	Academic Assignment & Advising Weight	Scholarly & Creative Activities Weight	Service Weight	Administration Weight
24 credit hrs/year (+ 6 ARC/year)*	50-80%	10-40%	10-20%	0%
21 credit hrs/year (+ 9 ARC/year)	50-70%	20-40%	10-20%	0%
18 credit hrs/year (+ 12 ARC/year)	40-50%	20-40%	10-20%	0%
Instructors	80-90%	10-20%	0-10%	0%
Chairs	10-30%	10-20%	10-20%	0-60%

\*(Note: "ARC" refers to advising, research, and committee workload credits.)

<b>List the appropriate weights below (as whole numbers, not decimals):</b> Total Must Equal 100% Current Total:	
Academic Assignment & Advising:	Scholarly & Creative Activities:
Service:	Administration:

<p><b>Overall Composite Rating:</b></p> <p>[(Total <i>academic assignment</i> score) * (% workload)] + [(Total <i>scholarly &amp; creative activities</i> score) * (% workload)] + [(Total <i>service</i> score) * (% workload)] + [(Total <i>administration</i> score) * (% workload)]</p> <p><b>OCR score of 2 or higher = Eligible for performance based salary increase or bonus.</b>  <b>OCR score of 3 or higher = Eligible for merit salary increase or bonus.</b></p>
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III. Narrative Summary (*Required*): (to be completed by Chair or Supervisor; an additional page may be used)

IV. Acknowledgement: (print for signature)

I certify that I have read the final version of this Annual Faculty Evaluation Review. My signature does not indicate agreement or disagreement with the statements or scores made here.

Signature of Faculty/Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty members who wish to appeal this evaluation are referred to the Process of Appeal section of the Annual Faculty Evaluation Review Policy 2:053.