

Health & Human Performance

1-1-2022 to 12-31-2022

Annual Faculty Evaluation Template

Area 1 – Teaching and Advising: _____%

Teaching: Please highlight your score

- Score of 3 = all 3
- Score of 3.5 = all 3 + 4
- Score of 4 = all 3 + 6
- Score of 4.5 = all 3 + 8
- Score of 5 = all 3 + 10

The criteria to receive an average rating of 3 (meets expectations) in Area 1 is listed below (#'s 1-3).

Please type the support for numbers 1 and 3 in red font below each of the items.

1. Uses a variety of instructional teaching methods, which facilitate learning (e.g. critical reflection, feedback, flipped classroom, problem-based learning, case study, lab application). Please provide an example using a class you taught within this past year.
2. Maintains a minimum of 5 office hours over 4 days (M-F) Meets or did not meet
3. Explains availability to advisees (e.g., sign-in sheets, advising schedules, email to students). Explain the process you use to let your advisees know about your availability. If you are first year faculty, please explain that you have no advisees.

The criteria to receive additional points above a 3 are listed below. Please type directly under the topic in red font. May earn more than one point per activity item.

- a. Explains course and/or curricular development or extensive improvements (course focus, new pedagogy focus, change of course delivery).
- b. Builds a sense of community and promote learning in online courses through effective and routine teacher-student communication (e.g. voice feedback on assignments, video of instruction, real-time communication tools, messaging, podcasts, polls). Use discussion boards for class or small group problem solving or sharing of ideas.
- c. Policy for giving feedback on assignments should be posted in the LMS or syllabus. Feedback on assignments will vary depending on the complexity and length of the assignment, but students should have some expectations for receiving feedback from written statements from instructors (e.g. within one week from submitting an assignment-undergraduate).
- d. Supervises service learning.
- e. Supervises study abroad (counts as 2 activities).
- f. Cross-campus collaboration in course-related activity-connected to a graded assignment (vs just time).
- g. Writes at least five letters of recommendation for pre-professional program admission and/or serves as reference for at least 5 students seeking graduate school admission or seeking employment (simple checklists/forms are excluded). If exceeds 5, provide approximately how many.
- h. Receives a teaching or advising award (university or professional organization).
- i. Other pertinent teaching related activities (discuss with chair well in advance of evaluation).

- j. Actively participates in promoting and enhancing the HHP 440I experience by building rapport with internship sites/preceptors, helping acquire internship sites, and/or helping students with internship placement for faculty not assigned to HHP 440I.
- k. Oversees GTA courses and teaching responsibilities.
- l. Maintains required certifications necessary to teach specific courses (e.g. HHP 2000).
- m. Develop courses online used by adjuncts.
- n. Working to accredit a program.
- o. Other pertinent teaching/advising related activities – such as career advising to students not necessarily assigned to faculty member, creating new curricula, weekend virtual office hours, GOVS Row (may write more than 1).

Area 2 – Scholarship: _____%

Scholarship: **Please highlight your score**

- Score of 3 = complete 1
- Score of 3.5 = 3
- Score of 4 = 5
- Score of 4.5 = 7
- Score of 5 = 9

The criteria to receive an average rating of 3 (completion of 1 activity equals meets expectations) is listed below. **Please type directly under the topic in red font. May earn more than one point per activity item.**

- a. Presents results of scholarly research or best teaching practices/high impact learning at state, regional or national meeting.
- b. Poster presentation of scholarly research or best teaching practices/high impact learning at state, regional or national meeting.
- c. Submission of peer reviewed article in national level journal.
- d. Submission of a peer reviewed article in local or state journal.
- e. Publication of a peer reviewed article (national) counts as 2*. State, Local counts as 1.
- f. Submission or publication of book (textbook or applied scholarship) or book chapter in textbook (publication counts as 2 activities).
- g. Submission or publication of discipline-based software product (publication counts as 2 activities).
- h. Apply for or receive internal or external grant (receiving grant equal to or exceeding \$5000 counts as 2 activities).
- i. Book review published in scholarly journal.
- j. Curriculum development outside APSU for an organization.
- k. Multi-media production applied to field.
- l. Edit entire textbook (unpaid).
- m. Submission or publication of non-peer reviewed publication where information contributes to literature of discipline (e.g. state publication, newspaper, newsletter, magazine).
- n. Submission or publication of peer-reviewed article with student as first author.
- o. Faculty supervised, student-involved research presentation (university or professional organization).
- p. Significant contribution to professional document for organization or governing body (e.g. self-study, organizational manuals/policies and procedures, by-laws, standards, etc.).
- q. Other pertinent scholarship related activities (discuss with chair well in advance of evaluation).

*Note: explaining completion of scholarly work counts as a rating of '2' on the annual evaluation form (e.g. manuscript/research/book/software in final stages of completion – discuss with chair well in advance of evaluation).

Area 3 – Service: _____%

Service: Please highlight your score

- A score of 3 = 3
- A score of 3.5 = 3 + 2 = 5
- A score of 4 = 3 + 4 = 7
- A score of 4.5 = 3 + 6 = 9
- A score of 5 = 3 + 8 = 11

The criteria to receive an average rating of 3 (meets expectations) is listed below. Please type directly under the topic in red font.

1. Attends and participates in departmental meetings.
2. Serves on at least 1 departmental committee.
3. Membership in professional organizations –counts once.

The criteria to receive additional points above a 3 are listed below. Please type directly under the topic in red font. May earn more than one point per activity item.

- a. Serves on at least 1 university or college level committee (to include Faculty Senate sub committees) or, serves on at least four (4) additional department level committees (Committee assignments different than above).
- b. Evaluate at least 2 part time adjuncts (if not as part of workload).
- c. Involved in campus leadership (chair or co-chair). Advisor or co-advisor to student organization, serve on Faculty Senate, chair search committee, chair college or university committee (counts as 2).
- d. Leads efforts to develop promotional materials for program or department. Count as 1 though appears in several publications or sites.
- e. Assumes leadership in a professional organization (e.g. President, vice-president, section or session chair, councilor or other to be discussed with chair well in advance of evaluation).
- f. Assumes leadership or significant role in a community organization (i.e. Mayor's Fitness Council).
- g. Reviewer of professional manuscripts (journal article, book chapter, textbook, papers, abstracts).
- h. Present discipline-related topics to community groups.
- i. Serves as a professional resource for discipline-related advice and consultations to community groups or individuals.
- j. Attendance in on-campus training in one of the following: workshops, seminars, continuing education, webinar, online training, or similar activities related to professional growth - can only count twice.
- k. Kept current with discipline-based research by attending exhibits or conferences in the field (may have multiple listings and all count).
- l. Maintains professional certification – counts once.
- m. Chaperones students to conferences/workshops/seminars.
- n. Other pertinent service related activities (discuss with chair well in advance of evaluation).

Area 4. (If necessary) Indicate your score _____ and _____% Area 4 – Administration (if applicable) Write you accomplishments/work below to justify score.