

MISSISSIPPI STATE UNIVERSITY

ANNUAL FACULTY REVIEW

(Format and Instruction)

For the Period January 1, _____ to December 31, _____

The review of faculty members is to be conducted annually by the appropriate administrator. Copies of the Review are to be filed in the office of the department head and the academic dean, with the final Overall Rating (Item IV) to be reported to the Office of the Provost and Vice President for Academic Affairs. The confidentiality of these papers must be maintained by all parties involved. (See *Faculty Handbook*, Fall, '97, Section D, p. 54.)

Name: _____ Title and Rank: _____

Department/Unit _____ School/College/Division: _____

I. SUMMARY OF ACTIVITIES

(To be prepared by faculty member)

A. Teaching(See *Faculty Handbook*, Fall, '97, Section N, p. 34 and Section C.2, p. 53.)

1. Evidence of quality of instruction (check items submitted)

The faculty member is expected to provide material describing his/her teaching activities and documentation supporting effectiveness. This material could include any of the following, or any other items deemed appropriate (check those included): student evaluations _____, measures of student success _____, peer reviews _____, department head review _____, recognition of outstanding teaching _____, developmental activities _____, self-evaluation of each course taught _____, instructional materials used: course outlines _____, test materials _____, other _____.

2. Academic Advisement

Undergraduate Advisees: _____. (number of students)
Master's students: major professor ____; minor professor ____; comm. member ____
Specialist students: major professor ____; minor professor ____; comm. member ____
Doctoral students: major professor ____; minor professor ____;
comm. member ____
Other:
Brief description of responsibilities _____

3. Courses initiated/innovations instituted/other teaching contributions

(include new courses initiated, special lectures in other courses, generation of teaching aids, activities supportive of teaching, student achievements, other)

4. Other (including professional development)

B. Research/creative activities (See *Faculty Handbook*, Fall, '97, Section C.3, p. 53.)

1. Publications, performances or creative activities (note stage of development):
(For books, indicate date of publication and publisher; for articles, indicate refereed journals; for art shows, indicate judged competition; for musical shows, attach copies of programs; for reports, indicate those done for in-house use.)
2. Professional papers read; indicate whether invited, refereed, or volunteered.
Cite organization, date, and title:
3. Grants for research or study; submitted or awarded (cite source, title of project, role [PI, etc.], \$ amount, dates):
4. Other (including professional development):

C. Service (See *Faculty Handbook*, Fall, '97, Section C.4, p. 54.)

1. Public service, as lectures, short courses, workshops (dates, organizations and places):
Off campus/on campus/extension projects
2. Professional association service (offices held, journals edited, etc.):
(indicate only association in which you performed tasks)
3. University service (committees, administrative accomplishments, etc.):
4. School/departmental service/committees, etc.:
5. Other (including professional development):

D. Relevant activities and accomplishments not reported elsewhere (Cite title, organization, and brief description):

1. Awards and distinctions

2. Memberships in learned and professional societies
3. Consulting activities
4. Other

II. EVALUATION BY UNIT HEAD, DEAN OR DIRECTOR

The annual performance review is based upon the agreement concerning goals and objectives, responsibilities, expectations, and achievements of the faculty. A faculty member would normally be expected to have an assignment in teaching, research and service. Indicate assignments below:

- A. Assignment: Teaching: _____%; Service: _____%; Research: _____% = 100%.
(for review period, see p. 1)
- B. Rate the performance of the faculty member in each category on a scale of 1 to 5 in accordance with the rating standard below:
- (I) a. Teaching (Undergraduate):
- | | | | | | |
|---|---|---|---|---|------|
| 1 | 2 | 3 | 4 | 5 | N/A* |
|---|---|---|---|---|------|
- b. Teaching (Graduate):
- | | | | | | |
|---|---|---|---|---|-----|
| 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|-----|
- c. Advising:
- | | | | | | |
|---|---|---|---|---|-----|
| 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|-----|
- (II) Research/creative activities:
- | | | | | | |
|---|---|---|---|---|-----|
| 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|-----|
- (III) Service (on campus/off campus):
- | | | | | | |
|---|---|---|---|---|-----|
| 1 | 2 | 3 | 4 | 5 | N/A |
|---|---|---|---|---|-----|

*N/A Not Applicable

1. Unsatisfactory. Quality and quantity of work totally unsatisfactory. Immediate corrective action imperative.
2. Needs Improvement. Work unsatisfactory in quantity and quality. Individual not performing at adequate level. Corrective action required.
3. Satisfactory. Individual performing at "satisfactory" level (See Current *Faculty Handbook*, i.e., Fall '97, Section V.) Tasks and goals are being accomplished in a timely and competent manner.
4. Excellent. Quality and quantity of work consistently meritorious; goals regularly exceeded, highly productive; individual recognized beyond the unit.
5. Superior. Preeminent distinction resulting from consistent outstanding meritorious accomplishments.

C. Narrative assessment of performance:

III. OVERALL ASSESSMENT OF PAST PERFORMANCE/
GOALS/OBJECTIVES/RESPONSIBILITIES/EXPECTATIONS
(See *Faculty Handbook*, Fall, '97, Sections A and B, pp. 29-30.)

On an annual basis, each faculty member and each unit head will agree in writing to the faculty member's goals, objectives, responsibilities and expectations.

GOALS

Indicate specific goals and objectives including areas in which improvement will be sought in the coming year. (To be completed by faculty member).

WRITTEN COMMENTS BY UNIT HEAD, DEAN OR DIRECTOR

To be completed following the annual review meeting with the faculty member, but made available to the faculty member for review before signing by both parties. (Include specific strengths, needs for improvement, responsibilities, and expectations for next year. Progress toward tenure and/or promotion will also be indicated here.)

IV. OVERALL RATING BY UNIT HEAD, DEAN OR DIRECTOR

1 2 3 4 5

Faculty Member: _____ Date: _____

Unit Head: _____ Date: _____

Director/Dean (as appropriate): _____ Date: _____

Comments

October 1997