

# Annual Faculty Evaluation Form

Evaluation Period: –

Name: MSU ID#:

Title/Rank:

Dept./Unit:

College:

Division:

## Check the appropriate category & indicate the allocated effort (% or FTE)

Faculty Member  9-Month  12-Month

Administrator

## Additional appointment details

**If applicable, indicate the percentage of effort allocated to specific scholarly activity (e.g., % or FTE in Teaching, Research, Service, etc.).** Some units have budgeted or mandated appointments that require documentation, whereas others may have annual assignments, or changed assignments, that need to be reflected or documented as part of the annual review process. Your supervisor can provide guidance on the format to document this (if needed), and the space below should be used to provide this in a numerical (FTE), proportional (%), or narrative format (as appropriate).

Effort %:

Teaching

Extension

Research

Service

Clinical/Diagnostic

Administrative

Other relevant activities

# I. Evaluation by Appropriate Supervisor:

Rate performance of the faculty member in each category according to the following:

**Met expectations**

* **Exceptional performance**: Demonstrated performance that consistently far exceeded the requirements and expectations of the work area/discipline\* for current rank and position.
* **Highly effective performance**: Demonstrated performance that often exceeded the requirements and expectations of the work area/discipline for current rank and position.
* **Effective performance**: Demonstrated performance that met the requirements and expectations of the work area/discipline for current rank and position.

**Did not meet expectations**

* **Needs improvement**: Demonstrated performance that did not consistently meet the requirements and expectations of the work area/discipline for current rank and position. Corrective action in specific areas required.
* **Unacceptable**: Demonstrated unsatisfactory performance that consistently failed to meet the requirements and expectations, in quality and/or quantity, of the work area/discipline for current rank and position. Immediate and sustained corrective action required.

\*Work area refers to research/teaching/service/extension/etc.  
 Discipline refers to department area or specialty area within that group.

Teaching

Research/Creative Activities/Scholarly Works

Extension

Service (University, Professional, etc.)

Clinical & Diagnostic Laboratory Service (if applicable)

Administrative (if applicable)

Other Relevant Activities (if reported) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*A faculty member should be considered satisfactory in the following four areas. Performance will be assumed satisfactory in each of these four areas unless clear and consistent evidence has been documented to the contrary. The following areas will be marked “satisfactory” or “not satisfactory”, and documented evidence shall be provided for any that are marked “not satisfactory”.

Professional Development

Effectiveness, accuracy, and integrity in communications

Effectiveness in interpersonal relationships

Absence of malfeasance, inefficiency, & contumacious conduct

# II. Narrative Evaluation by Appropriate Supervisor.

*Briefly comment on the performance of this individual. Emphasize* *any particular strengths, qualities, and abilities to accomplish goals. Indicate any areas of improvement needed or modifications of current goals.*

## Comments:

## Assignment for next review period (if applicable).

*Indicate the percentage of effort allocated or expected towards specific scholarly activity (e.g., % or FTE in teaching, research, service, extension, clinical, etc.). Note specifically any significant deviations from the prior year’s appointments.*

## Progress toward tenure and/or promotion (if applicable).

# III. Acknowledgement

*The employee must sign below. He or she will be provided with a copy of the final review, including all signatures and comments/recommendations/assessments. The faculty member reserves the right to respond to any comments and to have all of those responses included in the final version of the Annual Review / Evaluation. If disagreement is indicated, an explanation of the disagreement must be provided and attached on the following page. The statement of disagreement should be completed before the appeal is forwarded for additional administrative review.*

Employee:

I certify that I have discussed this review with my appropriate supervisor(s).

Signature Date

Check the following as applicable:

I agree with the annual review  I disagree with the annual review

Comments attached  Appeal requested

Supervisor(s) Responsible for Annual Evaluation of Employee:

Signature / Title Date

Signature / Title (If Needed) Date

Signature / Title (If Needed) Date

Additional Administrative Review (If Applicable)

Signature / Title Date

Signature / Title (If Needed) Date

Signature / Title (If Needed) Date

# IV. Summary of Activities (to be prepared by the employee)

In each category, identify and describe any activities that advanced university goals toward international activity, community engagement, innovation and entrepreneurship, and inclusion, diversity, equity, and access.

## TEACHING

*Reference: Faculty Handbook, Revised 2020, Section V, F. - Performance Standards and Evaluation of Professional Activities; Academic Affairs Faculty should append a list of courses taught each semester, and the number of advisees at each level: undergraduate and graduate.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Semester | Course | Location/Modality | Students Enrolled | Student Credit Hours |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### **Evidence of quality of undergraduate, graduate, professional and intern/clinical resident instruction.**

### **Academic advisement, supervision, and/or mentoring.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Major Professor / Advisor | Minor Professor | Committee Chair | Committee Member |
| Doctoral/Dissertation |  |  |  |  |
| Specialist |  |  |  |  |
| Master’s/Thesis |  |  |  |  |
| Undergraduate Research |  |  |  |  |
| Undergraduate Thesis |  |  |  |  |
| Clinical Interns & Residents |  |  |  |  |
| Academic Advising |  |  |  |  |
| Postdoctoral |  |  |  |  |
| Visiting Scientist |  |  |  |  |

### **Courses initiated/innovations instituted/other unique teaching contributions.**

### **Non-credit educational program planning and development.**

### **Implementation of non-credit educational programs (documented, non-credit instruction/teaching with learner assessment)**.

* 1. Adult audiences
  2. Youth audiences
  3. Professional and technical audiences
  4. In-service training/assistance
  5. Other presentations and speaking engagements

### Awards of students under your supervision

1. Other (including professional development)
2. Teaching impact statement: This narrative can be used to briefly discuss the impact and quality of your teaching accomplishments, including international activity, non-credit instruction, innovation and entrepreneurship, and inclusion, diversity, equity, and access.

## RESEARCH/CREATIVE ACTIVITIES/SCHOLARLY WORKS

*References: Faculty Handbook, Revised 2020, Section V, F. - Performance Standards and Evaluation of Professional Activities.*

Please indicate activities that are peer-reviewed.

### Journal articles

### Monographs, books, or book chapters

### Artistic and professional performances and exhibits (e.g., exhibitions, recitals, musical compositions, etc.)

### Presentations at scientific or professional meetings, published abstracts, meeting proceedings not reported as manuscripts

### Outreach/Extension publications

### Proposals, grants and contracts

### Intellectual property development

### Other publications/communication (e.g., mass media, digital media, social media, and other electronic media formats)

### Progress of ongoing projects

### Management of resources (e.g., facilities, major equipment, supervision of personnel, personnel awards)

### Other (including professional development)

1. Research impact statement: This narrative can be used to briefly discuss the impact and quality of your research/creative activities/scholarly works accomplishments, including international activity, community engagement, innovation and entrepreneurship, and inclusion, diversity, equity, and access.

## UNIVERSITY, PROFESSIONAL, AND OTHER SERVICE

*Reference: Faculty Handbook, Revised 2020, Section V, F. – Performance Standards and Evaluation of Professional Activities.*

1. Public or community service
2. Professional service
3. University service (e.g., departmental, college, university)
4. Clinical or diagnostic laboratory service
   1. Service to audiences and stakeholders
   2. Caseload management and development
   3. Engagement and collegiality within the clinical/diagnostic setting
   4. Compliance with policies
   5. Management of clinical resources
5. Other (including professional development)
6. Service impact statement: This narrative can be used to briefly discuss the impact and quality of your service-related accomplishments, including international activity, community engagement, innovation and entrepreneurship, and inclusion, diversity, equity, and access.

## OTHER RELEVANT ACTIVITIES AND ACCOMPLISHMENTS NOT REPORTED ELSEWHERE

### Awards and distinctions

### Distinguished memberships in learned and professional societies

### Outside employment consulting activities (e.g., practice of profession)

### Other

# V. Goals (to be prepared by the employee)

*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. Indicate specific goals and objectives including areas in which improvements will be sought in the coming year.*

## A. Reflection on previous year’s goals

## B. Goals for the upcoming year