

FACULTY EVALUATION Northern New Mexico College Pre-Evaluation Conference

FACULTY MEMBER _____ ACADEMIC YEAR _____ DATE COMPLETED: In consultation with your department chairperson, please determine what weights, (where you will place your effort), are appropriate for you for the up-coming academic year. You must weight any area at least at the minimum level and no more than the maximum level. Also, the maximum which you can weight any area cannot exceed your faculty load. For example, if you have administrative duties, which reduce your teaching load to 50%, then you can weight Teaching no more than 50%. The total of your weights must equal **100%**. Your department chairperson must approve the weights (Deans). You should at least meet three of the categories under teaching, scholarship and service with no less than 10% for scholarship and service in any of the three categories (departmental, college, community). This consultation should take place prior to the first day of class.

<u>Minimum Weight</u>		<u>Maximum Weight</u>	<u>Your Weight</u>
40%	TEACHING	70%	00%
20%	SCHOLARLY ACTIVITY	40%	00%
10%	DEPARTMENTAL SERVICE	10%	00%
10%	COLLEGE SERVICE	10%	00%
10%	COMMUNITY SERVICE	10%	00%
10%	ADVISEMENT	10%	00%

Chairperson: Summarize the pre-evaluation conference in terms of what is expected of the faculty member for the upcoming academic year.

PERFORMANCE CATEGORIES & BENCHMARKS (3.0*-5.0)	ACCOMPLISHMENTS & APPENDICES (DOCUMENTATION)
<ul style="list-style-type: none"> • Teaching (Student course evaluation, chair, peer, and self will evaluate instructional delivery, instructional design, content expertise, course management, and mentoring as applicable. Please follow <u>Faculty Handbook: Student Evaluation requirements and course evaluations by administrators and peers.</u>) <ul style="list-style-type: none"> ○ Meeting all class sessions. ○ Integration of college wide outcomes in course syllabi (4 outcomes), instructional design and student assessment –quality of questions. ○ Integration of technology in instructional design and delivery. Taking a Blackboard training course, leading discussion in Faculty Academy presentation by instructor and students in poster sessions. Newsletter using Internet sources. ○ Continue course alignment, exploring new 	<ul style="list-style-type: none"> • Basic Documentation:

<p>adaptive technologies into course content, board discussions, hybrid classes, etc.</p>	
<ul style="list-style-type: none"> • Scholarly Activity <ul style="list-style-type: none"> ○ Published books. ○ Edited books. ○ 1st Author refereed journal article. ○ 1st Author presentation (regional and national) (See Scholarly Activity Recommendations sheet) 	
<ul style="list-style-type: none"> • Departmental Service <ul style="list-style-type: none"> ○ Academic advisement (graduation clearance). ○ Participation in departmental committees (4) ○ Curriculum development: Develop a non-certification track. ○ Program coordination. Assist with development of accreditation documents, new programs, etc. ○ Student organization advisor. ○ Timely submission of requested documentation ○ Attendance to departmental meetings. ○ Participation in departmental sponsored activities (majors meetings, recruitment activities, open house, symposia). ○ Arranging professional opportunities for students (beyond). ○ Library lists (beyond). 	
<ul style="list-style-type: none"> • College Service <ul style="list-style-type: none"> ○ Participate in the implementation of the Strategic Plan Initiatives. ○ Participate in at least 1 college faculty senate committee (governance). ○ Participate in university-sponsored programs (commencement exercises, convocation activities). ○ Participate in other campus-wide activities including Faculty Assembly workshops. 	
<ul style="list-style-type: none"> • Community Service (use chart below to keep record) <ul style="list-style-type: none"> <u>Community service</u> (participation in local, state, national civic activities/organizations without pay - <u>community group, date, activity, hours involved</u>) <u>Service to the public schools</u> (demonstrated leadership in the classroom/school setting). 	

*3.0 Meets expectation: Faculty member does what s/he is supposed to do. Meritorious work goes beyond the expected duties.

Faculty Member’s Signature Date _____
Chairperson’s Signature Date

Please attach an improvement plan for faculty members who need to address weaknesses for the next academic term or year..

Teaching load, advisees, departmental/university service, and scholarly activities

Faculty Name (List full-time followed by part-time. Star* part-time.)	Teaching Load*	SCH OOL	Number of Advisees	Departmental Committees/ Assignments**	College Committees/ Assignments* *	Scholarship and Creative Activity Peer Reviewed***	Scholarship and Creative Activity Non-Peer Reviewed ***	Scholarship and Creative Activity in Progress****

Department Report of Involvement with Public Schools and Other Community Groups

Faculty Member	School	Date	Activity	Hours involved

Faculty Member	Community Group	Date	Activity	Hours involved

Notes:

1. Fine-tuning our faculty evaluation exercises was prompted by the need to establish consistency between departmental evaluations and campus-wide tenure/promotion decisions. High/low departmental evaluations should be consistent with Personnel Committee’s evaluations.
2. Our evaluation process and documentary evidence should capture the needs of the Department, the direction of the academic program (Accreditation, Advisory committees, etc.), and the strategic plan of the college.
3. Our faculty evaluation exercises should be exemplary activities of rubric articulation, gathering of assessment materials, and commitment to objective judgment. Chair, peer, and self are expected to be professionally honest when engaged in evaluation activities.
4. The evaluation period represents activities completed between August 10, 2015 and May 15, 2015 (you may include activities that took place in the months of June and July if they apply to the above categories). Pre-evaluation conferences, on-going faculty evaluation activities, and final exit conferences will take place within a reasonable time frame that allows the administrator to provide a comprehensive evaluation.
5. Please prepare your template and send me an e-copy before our meeting. Our meeting will focus on agreements that should be consistent with the faculty handbook policies regarding tenure and promotion.
6. Consideration should be given to non-tenure track faculty who might need to improve in any of the above areas and provide an improvement plan for the

Academic cycle.