

7. Using the same rating figures, the chair should rank the entire department faculty in the same way without regard for professional level.
8. The chair should submit a copy of each individual evaluation sheet, the ranking by levels with salaries, the overall departmental ranking, and the necessary explanations and proposals to the dean's office. An array showing the allocation of merit dollars should be submitted when available.

Guidelines for Using the Faculty Evaluation Form

1. **Classroom and Laboratory Performance.** This category covers the overall teaching effectiveness of the faculty member, including that portion of the learning experience that may take place through student-teacher interaction outside the classroom. The chair should take into account: the number, level, and repetitiveness of courses taught; documents such as assignments sheets exams and copies of class records; and the results of a survey of student perceptions. The means by which classroom performance is determined and applied to item 1 should be specifically described by the department or college. Additionally, the weight for item 1 as a portion of the Teaching Effectiveness category should be described.
2. **Academic Advising.** This category covers formal academic counseling specifically and should not be used to reflect the faculty member's enthusiasm for informal colloquies with students. The chair should take into account that advising may be assigned and that students are not required to have appointments. The availability of the faculty members, particularly during advising periods, and the conscientiousness in guiding students positively and in an orderly direction through the curriculum should be the primary measure for this item.
3. **Other.** This category of activities should be specified and may include, but is not limited to: course design or new course development, use of guest lecturers, supervision of independent research or capstone experience, and use of high-impact practices found in campus-wide initiatives (e.g. Team-Based Learning, Learning Communities, Internships and Service Learning).
4. **Publications.** As with research, it is important to discriminate between professional publication and publication extraneous to the faculty member's field. Also, scholarly journals vary in prestige; a single article in a major publication may be equivalent to three or four articles in lesser ones.
5. **Research, Grant Activity.** This category should reflect all professionally oriented research or creative activities of the particular faculty member, whether or not they result in publication. Grant activity should be reflected here.
6. **Participation in Professional Institutes, Workshops, Conferences, etc.** The category should reflect any participation in professional activities which enhance skills and knowledge in professional areas.
7. **Presentations to Professional Organizations.** Here again, it is important to consider the element of professionalism. A talk given to the Rotary Club or the Junior League, for example, would not properly be included under this category.
8. **Other.** This category of activities should be specified, but may include such activities as official professional recognition, or commendation, offices held in professional groups, activities such as serving as an editor, researcher, or abstractor on a continuing basis for a professional journal, or a prestigious lecture or seminar appointment, etc.
9. **Committee Service.** The score here should reflect the faculty member's participation in and contribution to the work of the university-wide, collegiate, and departmental committees and councils, and the Faculty Senate.
10. **Extracurricular Participation, etc.** The chair should solicit from the faculty member the nature of individual involvement in extracurricular student organizations and activities.
11. **Community Service.** This item reflects University-related community service, such as providing continuing education, professional consulting or expert testimony, speaking before groups on behalf of the University or the profession, career guidance visits to high schools, etc.
12. **Other.** This category of activities should be specified, but may include such activities as University-related clinical service, service on advisory boards, etc.
13. **Special Service or Assignment.** This category of activities should be specified, but may include such activities as departmental chairs' administrative function, special assignment such as Chair of the Faculty Senate, etc.

**UNIVERSITY OF SOUTH ALABAMA
ANNUAL FACULTY EVALUATION**

Name _____ Rank _____ Dept. _____

Rank the faculty member on each of the following twelve criteria, according to national professional standards, using a scale of 0 – 10 (0 = lowest, 5=average, 10=highest). Multiply the ratings by the rating factor for your particular department, and then add the results to get the overall rating figure.

Teaching Effectiveness (Typically 60 %)

	Rating	x	Weighting Factor	Weighted
1. Classroom and laboratory (clinical, where appropriate) performance	_____	X	_____	_____
2. Academic Advising	_____	X	_____	_____
3. Other (specify)	_____	X	_____	_____

Professional Development (Typically 30%)

4. Publications	_____	X	_____	_____
5. Research, grant activity	_____	X	_____	_____
6. Participation in professional institutes, workshops, courses, conferences, etc.	_____	X	_____	_____
7. Presentations to professional organizations	_____	X	_____	_____
8. Other (specify)	_____	X	_____	_____

	_____	X	_____	_____

Professional Service (Typically 10 %)	Rating	x	Weighting Factor	Weighted
9. Committee Service	_____	X	_____	_____
10. Extracurricular participation (student organization advisor, etc.)	_____	X	_____	_____
11. University-related community service	_____	X	_____	_____
12. Other (specify)	_____	X	_____	_____

_____	_____	X	_____	_____
Special Service or Assignment (Specify)				

_____	_____	X	_____	_____

				Total Rating

Rated By _____ Date _____

This signifies that I have had the opportunity to see and discuss this evaluation, and I reserve the right to submit a written rebuttal of this evaluation to the dean within ten working days of this date.

Faculty Member's Signature _____ Date _____

Faculty Member's Comments: