# Instructions to Prepare and Submit

revised 12/11/2023

1. Ensure that all course syllabi for Spring, Summer, and Fall are uploaded to the Success Portal so that department heads can access and review. If you have not uploaded them, below are the steps or download [instructions with images](https://www.valdosta.edu/administration/sacs/documents/course-syllabi-upload.pdf):
2. Access the Success Portal through MyVSU or directly at <https://successportal.valdosta.edu/>
3. In the top menu, click “**Course**”, then “**Class List**”
4. The class list should default to show your current term courses. You may need to further adjust the filters by selecting your college, department, and/or name.
5. On the row with your course, scroll to the right to see the “**Syllabus**” column. Click “**None uploaded**”
6. Select “**Browse…/Choose File…**”to select the syllabus filefrom your computer or OneDrive. Upload a DOC, DOCX or PDF that is no larger than 2 MB.
7. Click “**Upload Syllabus**”. You will receive a confirmation pop-up box. Select the X on this box and repeat steps for additional courses. You will need to refresh (F5) the screen with the course list and it will show the file was uploaded.
8. Retrieve scheduled teaching, enrollment, SOI numeric results, and grade distribution report from the Success Portal.
   1. Access the Success Portal through MyVSU or directly at <https://successportal.valdosta.edu/>
   2. Select  from the top menu >> then **Scheduled Teaching**
   3. For the 2023 calendar year export, select the Term Start as **Spring 2023** and Term End as **Fall 2023**.
   4. Select 
   5. Select 
   6. Select 
   7. Select report format (Excel or PDF), select Data Only, then Download
   8. Depending on your web browser’s settings, the file may open immediately or download. Save the report to your computer or OneDrive and name the file something you will associate.
9. Retrieve SOIs reports for the evaluation calendar year
10. Retrieve the PDF course reports distributed to your email in May, August, and December.
11. If you no longer have the reports in your email:
    * 1. Login to SmartEvals at <http://valdosta.smartevals.com/>
      2. Select “See reports from previous semesters” (If the video tutorial appears, click skip or skip permanently.)
      3. Select “Email PDF reports to yourself”
      4. In the right column, Select “Select All of 2023”
      5. In the left column, select “Generate PDFs…”
      6. In the right column, select “Begin Generating Reports”
      7. In the left column (your preference), select “Send Email”

or either “Download PDFs” by selecting the applicable checkboxes, then Download

1. Check the Employee and Organizational Development Training Database for any activities completed or taught during the evaluation year (offered by CELT, eLearning, Human Resources, etc.). This database does not include trainings offered through your college or department.
2. Access <https://banapexsso.valdosta.edu/apex/eod/r/employee_training/course-calendar-register>
3. To retrieve EOD courses you *attended*: In left column, select “My Grades and Attendance.” Print or note sessions attended during the evaluation year so that you can enter those sessions in your AFARAP (Section B, Question 8).
4. To retrieve EOD courses you *taught*: In left column, select “Instructor.” Print or note sessions attended during the evaluation year so that you can enter those sessions in your AFARAP (Section C, Question 6). Hint: Click the X next to the filter which reads “Begin Date is in the next 1 years” to display earlier courses.
5. Complete the remaining sections of this document (Annual Faculty Activity Report and Action Plan) for the evaluation year as they pertain to your institutional role.

**Section A:** **TEACHING AND STUDENT LEARNING**

**Section B:** **RESEARCH, SCHOLARSHIP, PROFESSIONAL GROWTH, AND CREATIVE PRODUCTION**

**Section C:** **SERVICE TO THE UNIVERSITY, COMMUNITY, OR PROFESSION**

**Section D:** **ACADEMIC ADMINISTRATOR SUPPLEMENT**

*(For Department Heads, Associate Department Heads, Deans, Associate Deans, Associate Provosts)*

1. Submit this completed document and supporting documents (scheduled teaching report from the Success Portal, SOI reports from SmartEvals, peer teaching evaluations, etc.) to your department head before the January deadline.

**Annual Faculty Activity Report and Action Plan**

Faculty Member (Legal Name): **Enter Name**

Primary Department: **Select Department Name**

Evaluation Year: **2023 (January 1-December 31)**

Report Preparation Date: **Click or tap to enter a date**

The Annual Faculty Activity Report, Action Plan, and Annual Evaluation document plays an important role for faculty, departments, and the units within the university as part of strategic planning and development. This document is also a critical component of the promotion and tenure process for faculty; it serves as the primary source of information for the university annual report and as a means to evaluate individual units’ progress toward meeting strategic goals. Individual programs and departments should develop policies that address specific components of the report such as allocation of loads for service or special assignments. It is important that research and scholarly activities be discussed in departments and colleges so that listings of activities are clearly and consistently reported across the unit.

Faculty members completing this form should make every effort clearly to address all of the areas within this document that relate to individual responsibilities at the university. Activities should be listed only once within the report; do not include the same activity in two different categories. **Consult your college and/or department faculty evaluation model (FEM) rubric for further details in all three areas.**

The role definitions in this document are adapted from Raoul A. Arreola’s *Developing a Comprehensive Faculty Evaluation System*. Bolton, MA: Anker, 1995.

**A. TEACHING AND STUDENT LEARNING**

Teaching and student learning are defined as those activities associated with the design and delivery of instructional events to students. For purposes of evaluation, the instructional model will include the following: classroom performance, materials preparation and relevancy, and record keeping and instructional management.

1. **Courses Taught:**

Export and attach a scheduled teaching report from the Success Portal for this question ([directions](https://www.valdosta.edu/academics/academic-affairs/sois/export-soi-reports.php#scheduledteaching)).

**2. Evaluate what you have learned about your teaching effectiveness** **and discuss any modifications made to courses based on reading your Student Opinions of Instruction (SOI), peer reviews, and/or department head evaluation.** *Summarize by course, term, and/or overall for the year.*

1. **Thoughtfully describe any innovative[[1]](#footnote-1) or experimental teaching approaches[[2]](#footnote-2) and pedagogical innovations[[3]](#footnote-3) used and the associated results. Modifications in course content, introduction of technology are also appropriate to mention here.**

SAMPLE Course 1:  
Course Prefix & Number, section A, Course Name, 3.0 credit hours, # enrolled. ***Spring***

SAMPLE Course 2:  
Course Prefix & Number, section A, Course Name, 3.0 credit hours, # enrolled. ***Summer***

SAMPLE Course 3:  
Course Prefix & Number, section A, Course Name, 3.0 credit hours, # enrolled. ***Fall***

**4. Guided independent studies, internships, or other teaching responsibilities:** *(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Title or Student Name** | **Dates** | **Description** |
|  |  |  |
|  |  |  |

1. **Awards or special recognitions earned in this area**. *(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Title** | **Date(s)** | **Description** |
|  |  |  |
|  |  |  |

1. **Describe your personal or collaborative involvement in student success activities in the area of teaching and student learning.** *(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Effort** | **Date(s)** | **Description** |
|  |  |  |
|  |  |  |

1. **Instructional Goals**

Planning is an important part of the evaluation process. When completing this section include specific goals and objectives, remembering that goals should be broad and flexible and recognizing that they may be subject to change. Relate your goals to past Faculty Activity Reports; Department Head Evaluations; initiatives at the level of the department, college, and/or university; and Strategic Plans. Some plans may need specific timelines or may need to be set within the context of other actions taking place within a department. These details should be included in this report.

1. **Indicate the actions you have taken over the past year with respect to each of the teaching and student learning goals you set last year and indicate the current status of each goal.** *(add/adjust rows as needed)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Outcome** | **Planned Actions** | **Actions Taken** | **Status***(Complete/In Progress)* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **List your teaching and student learning goals for next year. Each goal should express a specific, measurable outcome that you intend to accomplish, and it should identify actions you intend to undertake in order to achieve the outcome.** *(add/adjust rows as needed)*

|  |  |
| --- | --- |
| **Outcome** | **Planned Actions** |
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|  |  |

**B. RESEARCH, SCHOLARSHIP, PROFESSIONAL GROWTH, AND CREATIVE PRODUCTION**

Research, scholarship, professional growth, and creative production are defined as improving the competence of faculty members to better fulfill the role and responsibilities of their position within the institution, professional achievement or contribution to the teaching/learning process, or education profession in the faculty member’s area of expertise.

**1. Publications, Performances, Exhibitions, and/or Creative Research:**

List publications, performances, exhibitions, and/or creative research (attach a copy of each publication and use a standard bibliography form, including page reference and date. For artistic or creative activity, include appropriate citations, references, or documentation). *(add/adjust rows as needed)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Date** | **Journal Name or Activity Location** | **Contributor(s)** |
|  |  |  |  |
|  |  |  |  |

**2. Research/Scholarship and/or Creative/Artistic Work in Progress:** *(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Title** | **Anticipated Completion, Submission, or Performance Date** | **Contributor(s)** |
|  |  |  |
|  |  |  |

**3. Other research completed during the current year not reported above.** *(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Title** | **Date** | **Contributor(s)** |
|  |  |  |
|  |  |  |

**4. Appearance on professional programs:** *(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Professional Association** | **Nature of Contribution** | **Date** |
|  |  |  |
|  |  |  |

**5. Applications for university and external funding/funding received:** *(add/adjust rows as needed)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title & Investigators** | **Funding Agency** | **Amount Requested/Received** | **Status** *(Under Review, Funded, Not Funded)* | **Start Date & End Date of Award** |
|  |  |  |  |  |
|  |  |  |  |  |

**6. Memberships and offices held in professional associations:** *(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Professional Association** | **Office Held/Member** | **Year of Initial Membership** |
|  |  |  |
|  |  |  |

**7. Meetings of professional associations attended:** *(add/adjust rows as needed)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional Association** | **Location** | **Date(s)** | **Important Sessions Attended** |
|  |  |  |  |
|  |  |  |  |

**8. Professional training sessions/workshops attended:** *(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Professional Development Activity** | **Date(s)** | **Topics Covered** |
|  |  |  |
|  |  |  |

1. **Paid consultancies, workshops, and professional development activities provided:** *(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Title** | **Date(s)** | **Description** |
|  |  |  |
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1. **Professional practice activities.** *(add/adjust rows as needed)*

Professional practice activities support the maintenance of Professional Qualification.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Date(s)** | **Location** |
|  |  |  |
|  |  |  |

**11. Awards or special recognitions earned in this area.** *(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Title** | **Date(s)** | **Description** |
|  |  |  |
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**12. Reassigned Time:**

|  |  |  |
| --- | --- | --- |
| **Reason** *(scholarship, administrative, etc.)* | **Term & Year** | **Description/Title of Work** |
|  |  |  |

1. **Describe personal or collaborative involvement in student success activities in the area of your research, scholarship, professional growth, and creative production.** *(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Effort** | **Date(s)** | **Description** |
|  |  |  |
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**14. Research, Scholarship, Professional Growth, and Creative Production Goals**

Planning is an important part of the evaluation process. When completing this section include specific goals and objectives, remembering that goals should be broad and flexible and recognizing that they may be subject to change. Relate your goals to past Faculty Activity Reports; Department Head Evaluations; initiatives at the level of the department, college, and/or university; and Strategic Plans. Some plans may need specific timelines or may need to be set within the context of other actions taking place within a department. These details should be included in this report.

1. **Indicate the actions you have taken over the past year with respect to each of the research, scholarship, professional growth, and creative production goals you set last year and indicate the current status of each goal.** *(add/adjust rows as needed)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Outcome** | **Planned Actions** | **Actions Taken** | **Status***(Complete/In Progress)* |
|  |  |  |  |
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1. **List your professional research, scholarship, professional growth, and creative production goals for next year. Each goal should express a specific, measurable outcome that you intend to accomplish, and it should identify actions you intend to undertake in order to achieve the outcome.** *(add/adjust rows as needed)*

|  |  |
| --- | --- |
| **Outcome** | **Planned Actions** |
|  |  |
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1. **Provide an overall reflection on the progress of your research, scholarship, professional growth, and creative production goals during the evaluation period.**

**C. SERVICE TO THE UNIVERSITY, COMMUNITY, OR PROFESSION**

College service is defined as service rendered by a faculty member in support of the division, department, college, or university. Community service is defined as the application of a faculty member’s recognized area of expertise, in the community, without pay. The acceptance of pay constitutes consulting and, as such, is considered under Professional Growth and Productivity. For purposes of evaluation, service to the college or community does not include any functions defined and included elsewhere.

**1. Advising & Mentoring:**

|  |  |
| --- | --- |
| Number of Undergraduate Mentees/Advisees: |  |
| Number of Graduate Mentees/Advisees: |  |

1. **List any positive innovations used in Mentoring & Advising:**

**2. Department, College, University, and University System of Georgia Activities**: *(add/adjust rows as needed)*

|  |  |  |  |
| --- | --- | --- | --- |
| **University System of Georgia (USG) Committee Name** | **Nature of Service**  *(chair/member)* | **Notable Accomplishments** | **Dates of Service** *(year appointed)* |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **University Level Committee Name** | **Nature of Service**  *(chair/member)* | **Notable Accomplishments** | **Dates of Service** *(year appointed)* |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **College Level Committee Name** | **Nature of Service**  *(chair/member)* | **Notable Accomplishments** | **Dates of Service** *(year appointed)* |
|  |  |  |  |
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|  |  |  |  |
| --- | --- | --- | --- |
| **Department Level Committee Name** | **Nature of Service**  *(chair/member)* | **Notable Accomplishments** | **Dates of Service** *(year appointed)* |
|  |  |  |  |
|  |  |  |  |

**3. Regional, Public, and Professional Service Activities**: *(add/adjust rows as needed)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Regional and/or Public Service** | **Nature of Service**  *(chair/member)* | **Notable Accomplishments** | **Dates of Service** *(year appointed)* |
|  |  |  |  |
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*\*Leadership roles in community organizations, participation in community service activities in ways that related to your professional skills, consulting, continuing education activities, etc.; not just membership.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional Service** | **Nature of Service**  *(chair/member)* | **Notable Accomplishments** | **Dates of Service** *(year appointed)* |
|  |  |  |  |
|  |  |  |  |

*\*Offices held in professional organizations, participation in professional organization activities, etc.; not just membership.*

**4. Advisor to Student Organizations.** *(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Title** | **Description** | **Dates of Service** |
|  |  |  |
|  |  |  |

**5. Membership/leadership/participation in community organizations/activities:** *(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Community organization or activity** | **Description/Role** | **Dates** |
|  |  |  |
|  |  |  |

**6. Unpaid consultancies, workshops, professional development activities provided.** *(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Title** | **Description** | **Date(s)** |
|  |  |  |
|  |  |  |

**7. Awards or special recognitions earned in this area.** *(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Title** | **Description** | **Date(s)** |
|  |  |  |
|  |  |  |

1. **Describe personal or collaborative involvement in student success activities in the area of your institutional, public, and professional service.** *(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Effort** | **Description** | **Date(s)** |
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1. **Service Goals**

Planning is an important part of the evaluation process. When completing this section include specific goals and objectives, remembering that goals should be broad and flexible and recognizing that they may be subject to change. Relate your goals to past Faculty Activity Reports; Department Head Evaluations; initiatives at the level of the department, college, and/or university; and Strategic Plans. Some plans may need specific timelines or may need to be set within the context of other actions taking place within a department. These details should be included in this report.

1. **Indicate the actions you have taken over the past year with respect to each of the service goals you set last year and indicate the current status of each goal.** *(add/adjust rows as needed)*

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| --- | --- | --- | --- |
| **Outcome** | **Planned Actions** | **Actions Taken** | **Status***(Complete/In Progress)* |
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|  |  |  |  |

1. **List your service goals for next year. Each goal should express a specific, measurable outcome that you intend to accomplish, and it should identify actions you intend to undertake in order to achieve the outcome.** *(add/adjust rows as needed)*

|  |  |
| --- | --- |
| **Outcome** | **Planned Actions** |
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1. **Provide an overall reflection on the efficacy/impact of your service to the university, community, and profession during the evaluation period.**

**Valdosta State University**

**Annual Faculty Activity Report and Action Plan**

**D.** **ACADEMIC ADMINISTRATOR SUPPLEMENT -**

***For Department Heads, Associate Department Heads, Deans, Associate Deans, Associate Provosts***

1. **Describe mentoring and/or advising efforts in your division/department or college.** *(add/adjust rows as needed)*

|  |  |  |
| --- | --- | --- |
| **Effort** | **Description** | **Date(s)** |
|  |  |  |
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1. **Significant leadership or administrative accomplishments completed during the evaluation year.**

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| --- | --- | --- |
| **Title** | **Description** | **Date(s)** |
|  |  |  |
|  |  |  |

1. **Administrative and Leadership Goals**

Planning is an important part of the evaluation process. When completing this section include specific goals and objectives, remembering that goals should be broad and flexible and recognizing that they may be subject to change. Relate your goals to past Faculty Activity Reports; Department Head Evaluations; Departmental, College, and University Goals; and Strategic Plans. Some plans may need specific timelines or may need to be set within the context of other actions taking place within a department. These details should be included in this report.

1. **Indicate the actions you have taken over the past year with respect to each of the administrative and leadership goals you set last year and indicate the current status of each goal.** *(add/adjust rows as needed)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Outcome** | **Planned Actions** | **Actions Taken** | **Status***(Complete/In Progress)* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **List your administrative and leadership goals for next year. Each goal should express a specific, measurable outcome that you intend to accomplish, and it should identify actions you intend to undertake in order to achieve the outcome.** *(add/adjust rows as needed)*

|  |  |
| --- | --- |
| **Outcome** | **Planned Actions** |
|  |  |
|  |  |
|  |  |

Evaluation Year: **2023 (January 1-December 31)**

Date of Evaluation: **Click or tap to enter a date**

1. **Biographical Information**

College: **Select College Name**

Department: **Select Department Name**

Faculty Member (Legal Name): **Enter Name**

Highest Degree Earned: **Select degree** Year:

Appointment Year: Appointment Rank: **Choose an item.**

Present Rank: **Choose an item.**

Year of First Promotion: Year of Second Promotion:

Total Years at VSU: Years in Present Rank:

Next Scheduled Personnel Action: **Choose an item.**

Eligibility Date: **Click or tap to enter a date**

The Annual Faculty Evaluation assesses faculty members’ performance in the areas of Teaching and Student Learning; Research, Scholarship, Professional Growth, and Creative Production; and Service to the University, Community, or Profession. Conducted by department or unit head, it applies departmentally established standards for successful performance in these areas. In addition, it reflects load adjustments related to faculty members’ duties within the department and/or unit, and it takes into account faculty members’ progress towards action plans they set for the year.

The Annual Faculty Evaluation helps faculty members be sure they are engaging in activities that assure their success at VSU and alerts them to any areas in which improvement is needed. In some departments/units, the Annual Faculty Evaluation also forms the basis for calculating merit pay. If faculty performance is determined to need improvement or does not meet expectations, it includes specific recommendations for improvement through a faculty development plan created jointly by the faculty member and department/unit chair.

The dean of each unit will certify in writing that department/unit expectation for Annual Faculty Evaluations are in keeping with the established mission of the college, that they meet University guidelines for performance, and that expectations are equitable throughout the College. These expectations will be provided to all new faculty. Questions concerning these policies and procedures will be answered at annual meetings open to all faculty of the college.

***The Annual Faculty Evaluation recognizes five levels of performance:***

**(5) EXEMPLARY:** Faculty performance significantly exceeds the departmental standard for the performance area. Depending on the area, this level of performance demonstrates extraordinary leadership and/or mentorship in activities that significantly impact the department, college, or university.

**(4) EXCEEDS EXPECTATIONS:** Faculty performance exceeds departmental standards for the performance area. Depending on the area, this level of performance may include such notable achievements as significantly exceeding the approved Faculty Action Plan, excelling on a specific project, task, or special assignment; assuming added responsibility for an assignment beyond the Action Plan that requires extraordinary commitment of time and energy; or receiving an honor or award in an area of professional activity or responsibility.

**(3) MEETS EXPECTATIONS:** Faculty performance that clearly meets the Faculty Action Plan agreed upon for the calendar year. In addition, it is characterized by regular, productive contributions to department, college, and university goals. Successful faculty members are consistently perceived by peers and students as knowledgeable, skilled, and reliable, and they consistently interact with students, peers, and other university personnel in a professional and effective way.

**(2) NEEDS IMPROVEMENT:** Faculty performance that needs improvement may fall short of the Faculty Action Plan for the calendar year, or it may not consistently meet stated departmental standards of quality or quantity of performance during the year. Faculty members whose performance needs improvement may require more than expected levels of supervision; they may respond ineffectively to monitoring or guidance; they may not consistently interact appropriately and professionally with students, peers, or other university personnel; or they may ignore or violate departmental, college, or university policies and procedures. A development plan created by the faculty member and department head will be designed to address issues within a one-year time span.

**(1) DOES NOT MEET EXPECTATIONS:** Faculty performance that falls significantly below stated departmental standards. This performance level may fail to attempt one or more elements of the Faculty Action Plan for the calendar year, or it may fail to address or complete an assigned faculty development plan. To a significant degree, faculty members who fail to meet expectations may frequently or egregiously interact in inappropriate or unprofessional ways with students, peers, or other university personnel; or they may repeatedly ignore or violate departmental, college, and/or university policies and/or procedures.

1. **Performance Analysis**

Select the appropriate level for each performance category. Part-time and Non-tenure track faculty members should be evaluated in applicable categories only. Non-applicable categories should be left blank or N/A entered.

|  |  |
| --- | --- |
| *Performance Category* | *Performance Level* |
| Teaching and Student  Learning | **Select Performance Level** |
| Research, Scholarship, Professional Growth, and Creative Production | **Select Performance Level** |
| Service to the University, Community, or Profession | **Select Performance Level** |

1. **Comments about Performance:**

***Teaching and Student Learning***

***Research, Scholarship, Professional Growth, and Creative Production***

***Service to the University, Community, or Profession***

1. **Overall Evaluation**

***Performance Summary (select one):* Select Performance Level**

***Recommendations for Calendar Year (optional):***

***Status of Faculty Development Plan (if applicable):***

*The faculty member’s signature on this document does not indicate agreement with its contents but that the faculty member has read the evaluation and discussed it with the evaluator. The faculty member has the right to append a response to this evaluation.*

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Faculty Member Signature Date

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Department/Unit Head Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean Signature Date

|  |  |
| --- | --- |
| **Submission Instructions** | Submit via DocuSign ([instructions](https://www.valdosta.edu/administration/it/about/documents/docusign-upload.pdf)). Upload file(s) and route as follows:  1st recipient: Faculty Member (for signature)  2nd recipient: Department/Unit Head (for signature)  3rd recipient: Dean (for signature)  Dean’s Office should save finalized, signed documents on network share drive and send final evaluations to academicaffairs@valdosta.edu |

1. Such as student contact with the community (e.g., guest speakers, outside projects, field trips, field projects, etc.) [↑](#footnote-ref-1)
2. Such as capstone projects, collaborative assignments and projects, learning communities, undergraduate research, diversity/global learning, ePortfolios, internships, community-based learning, and/or service learning [↑](#footnote-ref-2)
3. Such as including materials from underrepresented groups and/or fostered an inclusive environment [↑](#footnote-ref-3)