

APPENDIX B – NWOSU FACULTY REVIEW PROCESS

Faculty Evaluation @ NWOSU

- **Tenured faculty** will be evaluated every three years in conjunction with tenure review. The Vice-President will notify tenured faculty when there are up for review.
- **Non-Tenured** faculty will be evaluated every fall semester and the evaluation should focus on the previous academic year. Faculty to be considered for initial tenure should submit a portfolio based on all years at NWOSU. First-year faculty are exempt from submitting a portfolio, but will have student evaluations done in the fall and should begin developing a portfolio.
- Faculty hired in the fall of 2005 or later are required to use **LiveText** for their faculty portfolio. Faculty hired before fall 2005 may use LiveText or may create a hard-copy portfolio.
- Faculty will be evaluated in 5 areas: (faculty designated weights)
 - 1) Teaching/Instruction (40-75%)
 - 2) Professional Development (5-25%)
 - 3) Scholarly Activity (5-25%)
 - 4) Institutional Involvement (5-25%)
 - 5) Community Service (0-15%)
- Faculty will be evaluated using three sources:
 - 1) department/division chair
 - 2) peer faculty members
 - 3) students (via online student evaluations from the fall semester)
- The timeline for the faculty evaluation process is as follows:
 - October 1st: Portfolios due to department/division chairs along with peer faculty selections and faculty-designated weight ranges
 - October-November: Peers and Department/Division chairs evaluate faculty portfolios. The Dept./Div. chair is responsible for getting the portfolios, the appropriate evaluation forms, and the faculty evaluation rubrics to evaluators.
 - December 1st: Completed evaluation forms and portfolios due to the appropriate Academic Dean. (chair responsible for collecting forms & portfolio)
 - December: Academic Deans compile information and add in student evaluation scores. The faculty evaluation summary sheet is filled out by the academic Dean.

- January: Department/Division chairs meet with faculty to go over the evaluations and return portfolios.
- Faculty evaluation forms, the faculty evaluation rubrics, and the portfolio outline, as well as additional information about the faculty evaluation process at Northwestern are available on the Faculty Evaluation website at: <http://www.nwosu.edu/facultyevaluation>



Portfolio Outline

Northwestern Oklahoma State University

Suggested materials to submit for Faculty Evaluation/Review

Cover Page

Introduction

- 1) Teaching & Instruction (Weight Range: 40 – 75%)
- 2) Professional Development (Weight Range: 5 – 25%)
- 3) Scholarly Activity (Weight Range: 5 – 25%)
- 4) Institutional Involvement (Weight Range: 5 – 25%)
- 5) Community Service (Weight Range: 0 – 15%)

The cover page should include the faculty member's name and department/division as well as the **faculty member's designated weights** for each part of the evaluation. For example: Teaching – 55%, Professional Development – 20%, Scholarly Activity – 10%, Institutional Involvement – 10%, Community Service – 5%. These weights are *set by the faculty member* but they must total 100% and be within the weight ranges above. Also on the cover page, the faculty member should include the name of his/her choice for the **1st Peer Committee Member**, and also a **list of 3-5 names** for the department chair to choose the **2nd Peer Committee Member**.

The introduction should include an overview of the faculty member's duties and responsibilities, a list of classes typically taught, teaching style/philosophy, and a current Curriculum Vitae/Resume.

Each section (1) – (5) should include evidence and/or documentation of how the faculty member is meeting the standards of professional performance in that particular area. At the end of each sub-section in the outline a list of possible examples of documentation is provided. Faculty are encouraged to provide additional evidence in support of the standard. Faculty members are also encouraged to provide a brief statement indicating how the evidence supports the standard.

The portfolio should be put in a ½-inch or 1-inch 3-ring binder. The completed portfolio should not exceed 100 pages.

When completed, the portfolio should be submitted to the department/division chair.

Section 1: In the area of **Teaching/Instruction** the faculty member will: (Weight range for the area is 40 – 75%)

1. demonstrate a thorough knowledge and understanding of the content relevant to the discipline in which s/he teaches. (Weight 25%)

Examples of this may include, but are not limited to:

- 1.1. Keeping information current
- 1.2. Participating in program review
- 1.3. Maintaining licensure

Possible examples of documentation/evidence: copies of licenses and certifications; agendas/programs that show attendance and/or participation in conferences/workshops; published or unpublished research in area of instruction; academic degrees completed; documents used to create and update activities; description and outcomes of program review

2. consistently deliver instruction for his/her classes in a manner that is effective and stimulating. (Weight 25%)

Examples of this may include, but are not limited to:

- 2.1. Using class time effectively
- 2.2. Using effective instructional techniques and tools (including lecture, discussion, audio/visuals, group activities, or technology)
- 2.3. Stimulating student interest and achievement

This section is **evaluated by students** via the online student evaluations. Faculty members DO NOT submit student evaluations scores. The Academic Deans will put these scores in the Faculty Evaluation Summary Sheet. Faculty are welcome to add comments from student evaluations in support of quality teaching/instruction.

3. consistently design instruction for his/her classes in a manner that is effective and stimulating. (Weight 25%)

Examples of this may include, but are not limited to:

- 3.1. Developing course materials (syllabi, study guides, tests, etc.)
- 3.2. Developing new courses
- 3.3. Designing effective instructional tools (including lecture, discussion, audio/visuals, group activities, or technology)
- 3.4. Evaluating student learning
- 3.5. Selecting textbooks

Possible examples of documentation/evidence: Sample course materials developed such as handouts, study guides, tests, syllabi, description of classroom activities, power points, lesson plans, lab assignments, and class projects. Comments from student evaluations in

support of effectively designed instruction, evidence of effective Service Learning activities incorporated into the coursework.

4. effectively manage the classes that s/he teaches. (Weight 15%)

Examples of this may include, but are not limited to:

- 4.1. Supervising clinical and internship experiences
- 4.2. Managing activities, materials, and tools for courses (including electronically delivered and off-site courses)
- 4.3. Coordinating tutor sessions
- 4.4. Grading and returning papers in a timely manner
- 4.5. Guiding and assisting student research
- 4.6. Directing laboratory and field experiences
- 4.7. Directing/coaching competitive teams and performance ensembles
- 4.8. Maintaining appropriate supplies and equipment for teaching and research

Possible examples of documentation/evidence: instructions/materials for ITV classes; course instructions for class/computer lab project; copy of research internships/research papers done by students; copies of programs from performance ensembles/competitive teams; supervise service learning activities

5. effectively manage the enrollment of the classes that s/he teaches. (Weight 10%)

Examples of this may include, but are not limited to:

- 5.1. Recruiting
- 5.2. Advising students
- 5.3. Serving on graduate committees
- 5.4. Keeping current on professional licensing regulations
- 5.5. Assisting students' placement in jobs or graduate school

Possible examples of documentation/evidence: list of advisees, letters of recommendation written to assist students in obtaining jobs or applying for graduate school; copies of letters/correspondence with prospective students; participation in Freshmen connection

Section 2: In the area of **Professional Development** the faculty member will: (Weight range for the area is 5 – 25%)

1. be involved in the professional organizations that represent the discipline in which s/he teaches. (Weight 55%)

Examples of this may include, but are not limited to:

- 1.1 Maintaining membership in professional organizations
- 1.2 Attending professional meetings
- 1.3 Holding office in professional organizations

Possible examples of documentation/evidence: documentation of membership in professional organizations; agendas or handouts from professional meetings attended; contact name for more information;

2. continue his/her education. (Weight 45%)

Examples of this may include, but are not limited to:

Progressing toward advanced degrees
Attending seminars/conferences/workshops

Possible examples of documentation/evidence: copies of transcripts; copies of degrees and/or certifications awarded; documentation of workshops or training completed related to area of expertise

Section 3: In the area of **Scholarly Activity/Creative Endeavors** the faculty member will perform one or more of the following: (This faculty role will be evaluated holistically. Each part contains suggested activities that may be evaluated, but not necessarily required. Weight range for the area is 5 – 25%)

1. publish professional materials for and/or make presentations in the discipline in which s/he teaches.
 - 1.1. Publishing articles, books, and reviews
 - 1.2. Making presentations at local, state, and national conferences
 - 1.3. Developing web sites
 - 1.4. Presenting concerts and theatrical productions

Possible examples of documentation/evidence: letters of acceptance of papers/presentations; copies of published works or unpublished works in progress; handouts from conference/workshop where presentation was given; URL of web sites developed; copies of programs from concerts and/or theater productions;

2. conduct on-going research within his/her discipline.
 - 2.1. Conducting research projects

Possible examples of documentation/evidence: description of research project and/or research proposal;

3. receive professional recognition for his/her work within the discipline in which s/he instructs
 - 3.1 Receiving awards and honors
 - 3.2 Completing an advanced degree

Possible examples of documentation/evidence: copy of letter/certificate of award received; newspaper or magazine articles or pictures; copy of transcript for degree earned

Section 4: In the area of **Institutional Involvement** the faculty member will perform one or more of the following: (This faculty role will be evaluated holistically. Each part contains suggested activities that may be evaluated, but not necessarily required. Weight range for the area is 5 – 25%)

1. actively participate in university committees.

- 1.1. Serving on university committees
- 1.2. Serving on Faculty Senate

Possible examples of documentation/evidence: List of active committees and description of involvement; contact name for more information; committee minutes and/or email communication;

2. be involved in special programs/projects/contests for the university.

- 2.1. Sponsoring campus events (BEST competition/Curricular Contest, FFA, 4-H, Summer Academy, Science Fair, music contests)
- 2.2. Earning grants
- 2.3. Bringing speakers to campus
- 2.4. Acquiring and maintaining materials for special collections
- 2.5. Maintaining facilities

Possible examples of documentation/evidence: copy of program for event; description of program and type of involvement; copies of flyers/promotional documents for event; copy of grant acceptance letter;

3. contribute to institutional studies and reports.

- 3.1. Gathering information
- 3.2. Analyzing information
- 3.3. Writing reports

Possible examples of documentation/evidence: involvement in NCA sub-committees or NCATE program reviews; copies of reports showing faculty member's contribution;

4. be involved with the university student organizations

- 4.1. Serving as an adviser to a student organization
- 4.2. Serving as a sponsor for student activities

Possible examples of documentation/evidence: documents showing faculty members involvement in student organizations/activities; letters or memos expressing appreciation for sponsorship of an organization or activity;

Section 5: In the area of **Community Service** the faculty member will perform one or more of the following: (This faculty role will be evaluated holistically. Each part contains suggested activities that may be evaluated, but not necessarily required. Weight range for the area is 0 – 15%)

1. be involved in community service in his/her area of expertise.

- 1.1. Working with teachers in schools
- 1.2. Serving as consultant to external entities
- 1.3. Judging contests in area of expertise

2. be involved in community civic service.

- 2.1. Maintaining active membership in civic clubs
- 2.2. Serving as a volunteer for community programs

Possible examples of documentation/evidence: description of involvement in community organizations; copies of letters expressing appreciation for service in schools; programs from community programs documenting involvement; description of consulting work and contact name for reference;

Section 1: Teaching and Instruction

| Element | 1. Exceptional Performance | 2. Professional Level Performance | 3. Improvement Needed | 4. Unprofessional Performance |
|--|--|--|--|---|
| <p>Content Expertise (25%)</p> <p>1.1 keeping information current 1.2 participating in program review 1.3 maintaining licensure</p> | <p>Faculty member must meet 3 of the following criteria:</p> <ol style="list-style-type: none"> 1. license or certification 2. attended one content area workshop in the last 3 years 3. textbook is no more that 5 years old 4. attention in syllabus to professional standards/competencies/goals 5. published one or more articles in discipline within the last 3 years 6. completed an advanced degree 7. participate in program review. | <p>Faculty member must meet 2 of the following criteria:</p> <ol style="list-style-type: none"> 1. license or certification 2. attended one content area workshop in the last 3 years 3. textbook is no more that 5 years old 4. attention in syllabus to professional standards/competencies/goals 5. published one or more articles in discipline within the last 3 years 6. completed an advanced degree 7. participate in program review | <p>Faculty member must meet 1 of the following criteria:</p> <ol style="list-style-type: none"> 1. licensure or certification 2. attended one content area workshop in the last 3 years 3. textbook is no more than 5 years old 4. attention in syllabus to professional standards/competencies/goals 5. published one or more articles in discipline within the last 3 years 6. completed an advanced degree 7. participate in program review | <p>Faculty member meets none of the following criteria:</p> <ol style="list-style-type: none"> 1. license or certification 2. attended one content area workshop in the last 3 years 3. textbook is no more than 5 years old 4. attention in syllabus to professional standards/competencies/goals 5. published one or more articles in discipline within the last 3 years 6. completed an advanced degree 7. participate in program review |
| <p>Instructional Design (25%)</p> <p>3.1 Developing new course materials 3.2 Developing new courses 3.3 Designing effective instructional tools 3.4 Evaluating student learning 3.5 Selecting textbooks</p> | <p>Faculty member must meet 3 of the following criteria:</p> <ol style="list-style-type: none"> 1. course syllabi are submitted in the approved university format 2. develop new course 3. syllabus and/or course documents reflect use of a variety of instructional tools (lecture, group projects, audio/visual presentation, use of technology in classroom) 4. evidence of use of multiple assessment strategies (written exams, quizzes, projects, performance, oral presentation) 5. Syllabus reflects appropriate textbook for course 6. Incorporate Service Learning into coursework. | <p>Faculty member must meet 2 of the following criteria:</p> <ol style="list-style-type: none"> 1. course syllabi are submitted in the approved university format 2. develop new course 3. syllabus and/or course documents reflect use of a variety of instructional tools (lecture, group projects, audio/visual presentation, use of technology in classroom) 4. evidence of use of multiple assessment strategies (written exams, quizzes, projects, performance, oral presentation) 5. Syllabus reflects appropriate textbook for course 6. Incorporate Service Learning into coursework. | <p>Faculty member must meet 1 of the following criteria:</p> <ol style="list-style-type: none"> 1. course syllabi are submitted in the approved university format 2. develop new course 3. syllabus and/or course documents reflect use of a variety of instructional tools (lecture, group projects, audio/visual presentation, use of technology in classroom) 4. evidence of use of multiple assessment strategies (written exams, quizzes, projects, performance, oral presentation) 5. Syllabus reflects appropriate textbook for course 6. Incorporate Service Learning into coursework. | <p>Faculty member meets none of the following criteria:</p> <ol style="list-style-type: none"> 1. course syllabi are submitted in the approved university format 2. develop new course 3. syllabus and/or course documents reflect use of a variety of instructional tools (lecture, group projects, audio/visual presentation, use of technology in classroom) 4. evidence of use of multiple assessment strategies (written exams, quizzes, projects, performance, oral presentation) 5. Syllabus reflects appropriate textbook for course 6. Incorporate Service Learning into coursework. |

Section 1: Teaching and Instruction continued

| | | | | |
|---|--|--|--|---|
| <p>Course Management (15%)</p> <p>4.1 Supervising clinical and internship experiences 4.2 Managing activities, materials, and tools for courses 4.3 Coordinating tutor sessions 4.4 Grading and returning papers in a timely manner 4.5 Guiding and assisting student research 4.6 Directing laboratory and field experiences 4.7 Directing/coaching competitive teams and performance ensembles 4.8 Maintaining appropriate supplies and equipment for teaching and research</p> | <p>Faculty member must meet the following criteria:</p> <ol style="list-style-type: none"> administer materials, and tools for courses (including electronically delivered and off-site courses) grade and return papers in a timely manner (as evidenced by data from course and instructor evaluation) <p>In addition, the faculty member must meet 2 of the following criteria:</p> <ol style="list-style-type: none"> supervise clinical and internship experiences coordinate tutor sessions guide and assist student research direct laboratory and/or field experiences direct/coach competitive teams and performance ensembles maintain appropriate supplies and equipment for teaching and research Supervise Service Learning activities | <p>Faculty member must meet the following criteria:</p> <ol style="list-style-type: none"> administer materials, and tools for courses (including electronically delivered and off-site courses) grade and return papers in a timely manner (as evidenced by data from course and instructor evaluation) <p>In addition, the faculty member must meet 1 of the following criteria:</p> <ol style="list-style-type: none"> supervise clinical and internship experiences coordinate tutor sessions guide and assist student research direct laboratory and field experiences direct/coach competitive teams and performance ensembles maintain appropriate supplies and equipment for teaching and research Supervise Service Learning activities. | <p>Faculty member must meet the following criteria:</p> <ol style="list-style-type: none"> administer materials, and tools for courses (including electronically delivered and off-site courses) grade and return papers in a timely manner (as evidenced by data from course and instructor evaluation) | <p>Faculty member does not meet the following criteria:</p> <ol style="list-style-type: none"> administer materials and tools for courses grade and return papers in a timely manner (as evidenced by data from course and instructor evaluation) |
| <p>Enrollment Management (10%)</p> <p>5.1. Recruiting 5.2. Advising students 5.3. Serving on graduate committees 5.4. Keeping current on professional licensing regulations 5.5. Assisting students' placement in jobs or graduate school</p> | <p>Faculty member must meet 3 of the following criteria:</p> <ol style="list-style-type: none"> advise students in a number equal to that of other faculty in the same discipline serve on graduate committees in a number equal to that of other faculty in the same discipline (if applicable) provide evidence of personal contact with potential students provide evidence of assisting students with placement in jobs or graduate school | <p>Faculty member must meet 2 of the following criteria:</p> <ol style="list-style-type: none"> advise students in a number equal to that of other faculty in the same discipline serve on graduate committees in a number equal to that of other faculty in the same discipline (if applicable) provide evidence of personal contact with potential students provide evidence of assisting students with placement in jobs or graduate school | <p>Faculty member must meet 1 of the following criteria:</p> <ol style="list-style-type: none"> advise students in a number equal to that of other faculty in the same discipline serve on graduate committees in a number equal to that of other faculty in the same discipline (if applicable) provide evidence of personal contact with potential students provide evidence of assisting students with placement in jobs or graduate school | <p>Faculty member meets none of the following criteria:</p> <ol style="list-style-type: none"> advise students in a number equal to that of other faculty in the same discipline serve on graduate committees in a number equal to that of other faculty in the same discipline (if applicable) provide evidence of personal contact with potential students provide evidence of assisting students with placement in jobs or graduate school |

Section 2: Professional Development

| Element | 1. Exceptional Performance | 2. Professional Level Performance | 3. Improvement Needed | 4. Unprofessional Performance |
|---|--|---|---|---|
| Professional Organizations (55%) 1.1 Maintaining membership in professional organizations 1.2 Attending professional meetings 1.3 Holding office in professional organizations | Faculty member must meet the following criteria: Membership in 2 or more professional organizations plus holding office/position or attending at least one professional meeting. | Faculty member must meet the following criteria: Membership in 1 or more professional organizations plus attending at least one professional meeting. | Faculty member must meet the following criteria: Membership in 1 professional organization | No memberships held, no meetings attended |
| Continuing Education (45%) 2.1 Progressing toward advanced degree 2.2 Attending seminars/conferences/workshops | Faculty member must meet the following criteria: 7-9 hours of course work toward advanced degree completed or 5-6 hours of dissertation research* and/or 2 or more state, regional or national seminar or workshop attended | Faculty member must meet the following criteria: 4-6 hours of course work toward professional degree completed or 3-4 hours of dissertation research* and/or 1 state or regional workshop attended | Faculty member must meet the following criteria: 1-3 hours of course work toward professional degree completed or 1-2 hours of dissertation research:* no workshops or seminars attended | No hours attained toward advanced degree; no workshops or seminars attended |

*hours required for faculty who do not hold a terminal degree

Section 3: Scholarly Activity/Creative Endeavors

| Element | 1. Exceptional Performance | 2. Professional Level Performance | 3. Improvement Needed | 4. Unprofessional Performance |
|---|--|---|---|---|
| 1.1 Publishing articles, books, and reviews 1.2 Making presentations at local, state, and national conferences 1.3 Developing web sites 1.4 Presenting concerts and theatrical productions 2.1 Conducting research projects 3.1 Receiving awards and honors 3.2 Completing an advanced degree | Faculty member must 1. publish book in his or her discipline -or- meet 2 of the following criteria: 2. publish article in refereed publication 3. Present at national conference 4. give a public presentation in his/her discipline beyond those required by job (public lecture, concert, theatrical production, etc.) 5. complete terminal degree in discipline 6. create and maintain a discipline specific, scholarly website 7. complete formal research project resulting in publication 8. receive national award | Faculty member must meet 2 of the following criteria: 1. publish book in his or her discipline 2. publish article in refereed or non-refereed publication 3. Present at national, state, regional, or local conference 4. give a public presentation in his/her discipline beyond those required by job (public lecture, concert, theatrical production, etc.) 5. complete terminal degree in discipline 6. create and maintain a discipline specific, scholarly website 7. complete formal research project 8. receive national, regional, state, or local award | Faculty member meets 1 of the following criteria: 1. publish book in his or her discipline 2. publish article in refereed or non-refereed publication 3. Present at national, state, regional, or local conference 4. give a public presentation in his/her discipline beyond those required by job (public lecture, concert, theatrical production, etc.) 5. complete terminal degree in discipline 6. create and maintain a discipline specific, scholarly website 8. complete formal research project 9. receive national, regional, state, or local award | Faculty member provides no evidence of publication, presenting, research, or completion of an advanced degree |

Section 4: Institutional Involvement

| Element | 1. Exceptional Performance | 2. Professional Level Performance | 3. Improvement Needed | 4. Unprofessional Performance |
|--|---|---|---|---|
| 1.1. serving on university committees 1.2. serving on Faculty Senate 2.1. sponsoring campus events 2.2. earning grants 2.3. bringing speakers to campus 2.4. acquiring and maintaining materials for special collections 2.5. maintaining facilities 3.1 gathering information 3.2 analyzing information 3.3 writing reports 4.1 serving as and adviser to a student organization 4.2 serving as a sponsor for student activities | Faculty member must meet 3 of the following criteria: 1. chair 1 or more university committees 2. serve on Faculty Senate 3. chair special program/project/contest 4. director for campus event 5. submit grant proposal 6. sponsor guest speaker on campus 7. acquire and maintain materials for special collections 8. hold responsibility for maintaining special facilities 9. contribute to institutional studies and reports 10. serve as an advisor to a student organization 11. serve as a sponsor for a student activity | Faculty member must meet 2 of the following criteria: 1. serve on 1 or more university committees 2. serve on Faculty Senate 3. assist with special program/project/contest 4. assist with campus event 5. submit grant proposal 6. sponsor guest speaker on campus 7. acquire and maintain materials for special collections 8. hold responsibility for maintaining special facilities 9. contribute to institutional studies and reports 10. serve as an advisor to a student organization 11. serve as a sponsor for a student activity | Faculty member must meet 1 of the following criteria: 1. serve on 1 or more university committees 2. serve on Faculty Senate 3. assist with special program/project/contest 4. assist with campus event 5. submit grant proposal 6. sponsor guest speaker on campus 7. acquire and maintain materials for special collections 8. hold responsibility for maintaining special facilities 9. contribute to institutional studies and reports 10. serve as an advisor to a student organization 11. serve as a sponsor for a student activity | No evidence of institutional involvement indicated. |

Section 5: Community Service

| Element | 1. Exceptional Performance | 2. Professional Level Performance | 3. Improvement Needed | 4. Unprofessional Performance |
|---|---|--|--|-----------------------------------|
| Be involved in community service in his/her area of expertise 1.1 work with teachers in schools 1.2 serve as consultant to external entities 1.3 judge contest in area of expertise be involved in community civic service 2.1. maintain active membership in civic club 2.2. serve as a volunteer for community programs | Faculty member must meet 3 of the following criteria: 1. provide documentation of collaboration with teachers in public schools 2. provide documentation of consultation with external entities 3. provide documentation of judging contest in area of expertise 4. maintain membership in a civic organization 5. provide documentation of service as volunteer for community program | Faculty member must meet 2 of the following criteria: 1. provide documentation of collaboration with teachers in public schools 2. provide documentation of consultation with external entities 3. provide documentation of judging contest in area of expertise 4. maintain membership in a | Faculty member must meet 1 of the following criteria: 1. provide documentation of collaboration with teachers in public schools 2. provide documentation of consultation with external entities 3. provide documentation of judging contest in area of expertise 4. maintain membership in a | No evidence of community service. |

*Department/Division Chair Evaluation of Faculty
Northwestern Oklahoma State University*

Faculty member name: _____

Department/Division: _____ Date: _____

Department/Division chairperson: _____

Department/Division chairperson signature: _____

| Faculty Designated Weights | Teaching & Instruction | Professional Development | Scholarly Activities | Institutional Involvement | Community Involvement |
|----------------------------|------------------------|--------------------------|----------------------|---------------------------|-----------------------|
| | | | | | |

Section 1: Teaching and Instruction

1. Content Expertise – Weight: 25%

- 1.1. Keeping information current
- 1.2. Participating in program review
- 1.3. Maintaining licensure

Comments:

The faculty member has demonstrated a thorough knowledge and understanding of the content relevant to the discipline in which s/he teaches: (please circle one number)

Strongly Agree Agree Disagree Strongly Disagree
1 **2** **3** **4**

~~2. Instructional Delivery~~ Weight: 25% (evaluated by student evaluations)

3. Instructional Design – Weight: 25%

- 3.1. Developing course materials (syllabi, study guides, tests, etc.)
- 3.2. Developing new courses
- 3.3. Designing effective instructional tools
- 3.4. (including lecture, discussion, audio/visuals, group activities, or technology)
- 3.5. Evaluating student learning
- 3.6. Selecting textbooks

Comments:

The faculty member consistently designs instruction in a manner that is effective and stimulating: (please circle one number)

| | | | |
|----------------|----------|----------|-------------------|
| Strongly Agree | Agree | Disagree | Strongly Disagree |
| 1 | 2 | 3 | 4 |

4. Course Management – Weight: 15%

- 4.1. Supervising clinical and internship experiences
- 4.2. Managing activities, materials, and tools for courses
(including electronically delivered and off-site courses)
- 4.3. Coordinating tutor sessions
- 4.4. Grading and returning papers in a timely manner
- 4.5. Guiding and assisting student research
- 4.6. Directing laboratory and field experiences
- 4.7. Directing/coaching competitive teams and performance ensembles
- 4.8. Maintaining appropriate supplies and equipment for teaching and research

Comments:

The faculty member effectively manages the classes that s/he teaches: (please circle one number)

| | | | |
|----------------|----------|----------|-------------------|
| Strongly Agree | Agree | Disagree | Strongly Disagree |
| 1 | 2 | 3 | 4 |

5. Enrollment Management – Weight: 10%

- 5.1. Recruiting
- 5.2. Advising students
- 5.3. Serving on graduate committees
- 5.4. Keeping current on professional licensing regulations
- 5.5. Assisting students' placement in jobs or graduate school

Comments:

The faculty member effectively manages the enrollment of the classes that s/he teaches: (please circle one number)

| | | | |
|----------------|----------|----------|-------------------|
| Strongly Agree | Agree | Disagree | Strongly Disagree |
| 1 | 2 | 3 | 4 |

Additional Comments on faculty member's **teaching effectiveness**:

Section 2: Professional Development

1. Professional Organizations – Weight: 55%

- 1.1. Maintaining membership in professional organizations
- 1.2. Attending professional meetings
- 1.3. Holding office in professional organizations

Comments:

The faculty member is involved in professional organizations that represent the discipline in which s/he teaches: (please circle one number)

| | | | |
|----------------|----------|----------|-------------------|
| Strongly Agree | Agree | Disagree | Strongly Disagree |
| 1 | 2 | 3 | 4 |

2. Continuing Education – Weight: 45%

- 2.1. Progressing toward advanced degrees (completing graduate hours)
- 2.2. Attending seminars/conferences/workshops

Comments:

The faculty member is continuing his/her education through progress towards an advanced degree, and/or attending seminars, conferences, and workshops: (please circle one number)

| | | | |
|----------------|----------|----------|-------------------|
| Strongly Agree | Agree | Disagree | Strongly Disagree |
| 1 | 2 | 3 | 4 |

Section 3: Scholarly Activity/Creative Endeavors

This faculty role will be evaluated holistically. The role contains suggested activities that may be evaluated, but not necessarily required.

1. Publications/Presentations

- 1.1. Publishing articles, books, and reviews
- 1.2. Making presentations at local, state, & national conferences
- 1.3. Developing web sites
- 1.4. Presenting concerts and theatrical productions

Comments:

2. On-going research

- 2.1. Conducting research projects

Comments:

3. Professional Recognition

- 3.1. Receiving awards and honors
- 3.2. Completing an advanced degree

Comments:

The faculty member is involved in Scholarly Activities and/or Creative Endeavors within his/her discipline:
(please circle one number)

| | | | |
|----------------|----------|----------|-------------------|
| Strongly Agree | Agree | Disagree | Strongly Disagree |
| 1 | 2 | 3 | 4 |

Section 4: Institutional Involvement

This faculty role will be evaluated holistically. The role contains suggested activities that may be evaluated, but not necessarily required.

1. Active Committee Participation

- 1.1. Serving on university committees
- 1.2. Serving on Faculty Senate

Comments:

2. Special Programs/Projects/Contests

- 2.1. Sponsoring campus events (BEST competition/Curricular Contest, FFA, 4-H, Summer Academy, Science Fair, music contests, speech contests, etc.)
- 2.2. Earning grants
- 2.3. Bringing speakers to campus
- 2.4. Acquiring and maintaining materials for special collections
- 2.5. Maintaining facilities

Comments:

3. Contributing to Institutional Studies and Reports

- 3.1. Gathering information
- 3.2. Analyzing information
- 3.3. Writing reports

Comments:

4. Student Organization Involvement

4.1. Serving as an adviser to a student organization

4.2. Serving as a sponsor for student activities

Comments:

The faculty member is actively involved in university activities. (committees, programs, projects, contests, studies and reports, student organizations – overall score for Institutional Involvement)

Strongly Agree

Agree

Disagree

Strongly Disagree

1

2

3

4

Section 5: Community Service

This faculty role will be evaluated holistically. The role contains suggested activities that may be evaluated, but not necessarily required.

1. Community Service in Area of Expertise
 - 1.1. Working with teachers in schools
 - 1.2. Serving as consultant to external entities
 - 1.3. Judging contests in area of expertise

Comments:

2. Community Civic Service
 - 2.1. Maintaining active membership in civic clubs
 - 2.2. Serving as a volunteer for community programs

Comments:

The faculty member is involved in community service: (please circle one number)

| | | | |
|----------------|----------|----------|-------------------|
| Strongly Agree | Agree | Disagree | Strongly Disagree |
| 1 | 2 | 3 | 4 |

*Peer Evaluation of Faculty
Northwestern Oklahoma State University*

Faculty member name: _____

Department/Division: _____ Date: _____

Peer evaluator: _____

Peer evaluator signature: _____

Section 1: Teaching and Instruction

- 1. Content Expertise – Weight: 25%
 - 1.1. Keeping information current
 - 1.2. Participating in program review
 - 1.3. Maintaining licensure

Comments:

The faculty member has demonstrated a thorough knowledge and understanding of the content relevant to the discipline in which s/he teaches: (please circle one number)

| | | | |
|----------------|----------|----------|-------------------|
| Strongly Agree | Agree | Disagree | Strongly Disagree |
| 1 | 2 | 3 | 4 |

- ~~2. Instructional Delivery~~ Weight: 25% (evaluated by student evaluations)
 - ~~2.1. Using class time effectively~~
 - ~~2.2. Using effective instructional techniques and tools~~
 - ~~2.3. Stimulating student interest and achievement~~

3. Instructional Design – Weight: 25%

- 3.1. Developing course materials (syllabi, study guides, tests, etc.)
- 3.2. Developing new courses
- 3.3. Designing effective instructional tools
(including lecture, discussion, audio/visuals, group activities, or technology)
- 3.4. Evaluating student learning
- 3.5. Selecting textbooks

Comments:

The faculty member consistently designs instruction in a manner that is effective and stimulating: (please circle one number)

| | | | |
|----------------|----------|----------|-------------------|
| Strongly Agree | Agree | Disagree | Strongly Disagree |
| 1 | 2 | 3 | 4 |

Additional Comments on faculty member's **teaching effectiveness**:

Section 2: Professional Development

1. Professional Organizations – Weight: 55%

- 1.1. Maintaining membership in professional organizations
- 1.2. Attending professional meetings
- 1.3. Holding office in professional organizations

Comments:

The faculty member is involved in professional organizations that represent the discipline in which s/he teaches: (please circle one number)

| | | | |
|----------------|----------|----------|-------------------|
| Strongly Agree | Agree | Disagree | Strongly Disagree |
| 1 | 2 | 3 | 4 |

2. Continuing Education – Weight: 45%

- 2.1. Progressing toward advanced degrees (completing graduate hours)
- 2.2. Attending seminars/conferences/workshops

Comments:

The faculty member is continuing his/her education through progress towards an advanced degree, and/or attending seminars, conferences, and workshops: (please circle one number)

| | | | |
|----------------|----------|----------|-------------------|
| Strongly Agree | Agree | Disagree | Strongly Disagree |
| 1 | 2 | 3 | 4 |

Section 3: Scholarly Activity/Creative Endeavors

This faculty role will be evaluated holistically. The role contains suggested activities that may be evaluated, but not necessarily required.

1. Publications/Presentations

- 1.1. Publishing articles, books, and reviews
- 1.2. Making presentations at local, state, & national conferences
- 1.3. Developing web sites
- 1.4. Presenting concerts and theatrical productions

Comments:

2. On-going research

- 2.1. Conducting research projects

Comments:

3. Professional Recognition

- 3.1. Receiving awards and honors
- 3.2. Completing an advanced degree

Comments:

The faculty member is involved in Scholarly Activities and/or Creative Endeavors within his/her discipline:
(please circle one number)

| | | | |
|----------------|----------|----------|-------------------|
| Strongly Agree | Agree | Disagree | Strongly Disagree |
| 1 | 2 | 3 | 4 |

Section 4: Institutional Involvement

This faculty role will be evaluated holistically. The role contains suggested activities that may be evaluated, but not necessarily required.

1. Active Committee Participation

- 1.1. Serving on university committees
- 1.2. Serving on Faculty Senate

Comments:

2. Special Programs/Projects/Contests

- 2.1. Sponsoring campus events (BEST competition/Curricular Contest, FFA, 4-H, Summer Academy, Science Fair, music contests, speech contests, etc.)
- 2.2. Earning grants
- 2.3. Bringing speakers to campus
- 2.4. Acquiring and maintaining materials for special collections
- 2.5. Maintaining facilities

Comments:

3. Contributing to Institutional Studies and Reports

- 3.1. Gathering information
- 3.2. Analyzing information
- 3.3. Writing reports

Comments:

4. Student Organization Involvement

4.1. Serving as an adviser to a student organization

4.2. Serving as a sponsor for student activities

Comments:

The faculty member is actively involved in university activities. (committees, programs, projects, contests, studies and reports, student organizations – overall score for Institutional Involvement)

| | | | |
|----------------|----------|----------|-------------------|
| Strongly Agree | Agree | Disagree | Strongly Disagree |
| 1 | 2 | 3 | 4 |

Section 5: Community Service

This faculty role will be evaluated holistically. The role contains suggested activities that may be evaluated, but not necessarily required.

1. Community Service in Area of Expertise
 - 1.1. Working with teachers in schools
 - 1.2. Serving as consultant to external entities
 - 1.3. Judging contests in area of expertise

Comments:

2. Community Civic Service
 - 2.1. Maintaining active membership in civic clubs
 - 2.2. Serving as a volunteer for community programs

Comments:

The faculty member is involved in community service: (please circle one number)

| | | | |
|----------------|----------|----------|-------------------|
| Strongly Agree | Agree | Disagree | Strongly Disagree |
| 1 | 2 | 3 | 4 |