

## UNIVERSITY OF ARKANSAS AT PINE BLUFF

### Chair's Evaluation of Faculty

Name \_\_\_\_\_ Date \_\_\_\_\_

Rank \_\_\_\_\_ Dept. \_\_\_\_\_

Academic Year \_\_\_\_\_ Year of Initial Employment \_\_\_\_\_

Evaluation	
<p>Criterion 1: Course Design</p> <ul style="list-style-type: none"> <li>The primary evidence of excellent course design is the syllabus. All syllabi must be updated prior to each semester. The syllabi will remain on file for use in the annual evaluation. Evaluation will be based on how well the syllabus provides a comprehensive plan covering all topics needed for a course, the inclusion of a well thought out evaluation strategy, the use of creative and innovative teaching strategies, the use of recent scientific findings, and the inclusion of all elements described in university policy.</li> </ul>	
<p>Criterion 2: Attendance</p> <ul style="list-style-type: none"> <li>The faculty member is timely in meeting classes and in reporting grades, non-attendance and other required faculty reports.</li> </ul>	
<p>Criterion 3: Adequacy of Office Hours</p> <ul style="list-style-type: none"> <li>A minimum of ten (10) office hours is scheduled and maintained for full-time teaching faculty. The faculty member is available for student appointments, meetings and consultation with colleagues as scheduled.</li> </ul>	
<p>Criterion 4: Quality of Advising</p> <ul style="list-style-type: none"> <li>The faculty member is available for advising students and is knowledgeable of university policies, participates effectively in academic advisement week, keeps adequate advising records according to recommended procedure, and meets with assigned advisees as often as needed.</li> </ul>	
<p>Criterion 5: Professional Affiliations</p> <ul style="list-style-type: none"> <li>The faculty member holds membership in professional organizations (local, regional, national), attends appropriate professional meetings, and is appropriately involved with his/her profession as documented by a short narrative including names of organizations, date joined, current membership status, offices held and meetings attended.</li> </ul>	
<p>Criterion 6: Student Evaluation</p> <ul style="list-style-type: none"> <li>The student evaluation score (the mean of all student ratings of all classes taught) will be administered during the last 2 weeks of the semester.</li> </ul>	
<p>Criterion 7: Scholarly/Creative Activity and Professional Service</p> <ul style="list-style-type: none"> <li>Scholarly activities include involvement in teaching, research, professional development, and service to a professional discipline.</li> </ul>	
<p>Criterion 8: University Service</p> <ul style="list-style-type: none"> <li>University service is documented in a short narrative (single page) to the chair. This narrative should include service on departmental, school, and university committees, student organizations and participation in recruitment, retention activities. Participation in departmental, divisional and university faculty meetings, university functions, graduations and seminars. The chair may ask for further details or documentation if needed. This category does not include Community Service (as defined in Criterion 9).</li> </ul>	
<p>Criterion 9: Community Service</p> <ul style="list-style-type: none"> <li>The faculty is involved in community service activities related to ones profession and serves on community and civic committees, commissions and advisory boards.</li> </ul>	
<p>Criterion 10: Evidence of Professional Developmental Implementation/Plan and Supporting Documentation</p> <ul style="list-style-type: none"> <li>As evidence of progress in meeting professional development goals, faculty provides a collection of data reports, work samples, etc. in a portfolio illustrating continuous growth as professionals.</li> </ul>	
<p>Criterion 11: Command of English</p> <ul style="list-style-type: none"> <li>The faculty demonstrates clear and understandable language skills and meets the expectations of the department, school, UAPB and Arkansas laws.</li> </ul>	
<p>Criterion 12: Peer Evaluation (mean score of Departmental Peer Reviewers)</p> <ul style="list-style-type: none"> <li>Peer evaluations will be conducted by reviewers appointed by the chair. Each teacher should be subjected to at least 2 peer reviews. For additional information see Peer Evaluation of Faculty Score.</li> </ul>	

**University of Arkansas at Pine Bluff  
Chair's Evaluation of Faculty**

**Instructor Evaluated** \_\_\_\_\_ **Date** \_\_\_\_\_

**Rank** \_\_\_\_\_ **Department** \_\_\_\_\_

**Academic Year** \_\_\_\_\_ **Year of Initial Employment** \_\_\_\_\_

	Weight	Score	Weighted Score
<b>Criterion 1</b> Course Design	15		
<b>Criterion 2</b> Prompt and Prepared to Teach	10		
<b>Criterion 3</b> Adequacy of Office Hours	5		
<b>Criterion 4</b> Quality of Advising	10		
<b>Criterion 5</b> Professional Affiliations	5		
<b>Criterion 6</b> Student Evaluation	10		
<b>Criterion 7</b> Scholarly/Creative Activity	10		
<b>Criterion 8</b> University Service	5		
<b>Criterion 9</b> Community Service	5		
<b>Criterion 10</b> Evidence of Professional Developmental Implementation/Plan	10		
<b>Criterion 11</b> Command of English	5		
<b>Criterion 12</b> Peer Evaluation	10		
<b>Final Score</b>			

Explanation of Scores (decimal scores acceptable in all categories)

- 5- Excellent, above average, and without need of improvement
- 4- Acceptable quality, certainly good enough, but not "excellent"
- 3- Needs minor improvement
- 2- Needs major improvement
- 1- Unsatisfactory
- N/A- Not Applicable

**Comments:**