

MEMORANDUM

Date:

TO: Carol Simpson, Ph.D., Provost

THROUGH: Chris Platsoucas, Ph.D., Dean _____
College of Sciences [] I Concur
[] I Do Not Concur, see Attached

FROM: Chair, Department of (Department Name)

SUBJECT: **Annual Faculty Evaluation of (Faculty Name)**

Teaching

Include a description (course name) and number of courses taught; overall effectiveness score from the student evaluations - give average and range and compare with department and college averages; number of graduate students (M.S., Ph. D.) directed and graduated; exceptional instructional activities; other pertinent information.

Research

Number and type (refereed journal, book, etc) of publications; grant support and research activity; papers presented; activity in national or international organizations; evaluation of effectiveness of research release time; other appropriate information

Service

Include departmental, university, community service; regional and national activities not covered above; paid and unpaid consulting; advising and other student activities; other.

Include an Overall Summary of reasonable length that indicates strengths and shortcomings and what the faculty member should do for improvement or continue as excellent performance. This summary should compare the past year(s) evaluation to the current performance and discuss the progress of the faculty member. Please make special note of those faculty members that have fallen below expectation in two of the three areas for the past two years.