LEGEND RATING: 5 = Excellent 4 = Very Good 3 = Good 2 = Marginal 1 = Unsatisfactory

I. TEACHING/ADVISEMENT (60%)

<table>
<thead>
<tr>
<th>Performance Expectations</th>
<th>Wt</th>
<th>Self Rating</th>
<th>Head's Rating</th>
<th>Weighted Score</th>
<th>Justification: (1 or 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organize Instruction:</strong> Provide syllabi, using standardized format, to students and Division office by the first day of classes, follow the course outline, follow mid-term and final examination schedule, hold review sessions for final exam, enter grades prior to the deadline, submit electronic copies of class grades to Division office.</td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
<td>Provide syllabus &amp; required course material to each student including examination as specified by the University's schedule</td>
</tr>
<tr>
<td><strong>Classroom Management:</strong> Attend all classes, conduct classes for the full period scheduled, limit diversions, ensure appropriate classroom discipline, publish grading criteria and adhere to them, maintain attendance records, maintain student records and relevant student submitted materials.</td>
<td></td>
<td>2</td>
<td>2</td>
<td></td>
<td>Maintain regular class attendance &amp; maintain record of students attendance &amp; performance as required.</td>
</tr>
<tr>
<td><strong>Classroom Effectiveness:</strong> Speak clearly and audibly, engage the entire class in the learning process, encourage student questions and responses, present lectures and written assignments in a way that is clear and understandable to students.</td>
<td></td>
<td>3</td>
<td>3</td>
<td></td>
<td>Maintain the appropriate quantity of time for each class taught, as well as ensure academic engagement for each student.</td>
</tr>
<tr>
<td>Responsiveness to Students:</td>
<td>Provide systematic feedback on student’s progress, return graded work including examinations and written assignments in a timely fashion, respect learners, and maintain posted office hours.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Example Rating:</td>
<td>5 for the fulfillment of above criteria. Prorate accordingly for other ratings considering inherent weight of the criterion.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>1</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>0</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Conduct:</td>
<td>Adhere to TAMUS and PVAMU policies prohibiting unprofessional conduct in faculty/student relationships.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Example Rating:</td>
<td>5 for the fulfillment of above criteria.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>1</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advise Students:</td>
<td>Create and retain student degree plans, provide accurate advisement to assigned advisees, assist with registration, maintain advisee records, mentor on career development opportunities (e.g., Pre-law Seminar), encourage students to fill out the online SOS survey.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Example Rating:</td>
<td>5 for the fulfillment of above criteria. Prorate accordingly for other ratings considering inherent weight of the criterion.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>1</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluate Instruction - SOS Ratings:</td>
<td>Average SOS Rating.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall semester:</td>
<td>Lower Division Course Rating:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Upper Division/Graduate Course Rating:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>1</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring semester:</td>
<td>Lower Division Course Rating:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Upper Division/Graduate Course Rating:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>5</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluate Instruction: Peer Evaluation Average Score (Attach peer evaluation)</td>
<td>Peer Evaluator and score for Fall semester:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Peer Evaluator and score for Spring semester:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment:</td>
<td>1</td>
<td>1</td>
<td></td>
<td>Assisted with the development of the service program learning outcomes.</td>
<td>104</td>
</tr>
<tr>
<td>Division assessment of degree programs including use of results of the</td>
<td>2</td>
<td>2</td>
<td></td>
<td>the assessment plan for</td>
<td></td>
</tr>
<tr>
<td>assessment to improve each degree program.</td>
<td>3</td>
<td>3</td>
<td></td>
<td>the Social Work Division.</td>
<td></td>
</tr>
<tr>
<td>Example Rating:</td>
<td>4</td>
<td>4</td>
<td></td>
<td>Frequent use innovative technology (library E-resource,</td>
<td></td>
</tr>
<tr>
<td>5 for the fulfillment of above criteria. Prorate accordingly for other ratings</td>
<td>5</td>
<td>5</td>
<td></td>
<td>PowerPoint, WebCT, etc)</td>
<td></td>
</tr>
<tr>
<td>depending on the level of participation.</td>
<td></td>
<td></td>
<td></td>
<td>to teach course</td>
<td></td>
</tr>
<tr>
<td>Innovative Instructional Activities: Develop a new course, significantly revise</td>
<td>1</td>
<td>1</td>
<td></td>
<td>course material (instructor notes,</td>
<td></td>
</tr>
<tr>
<td>a course, create a distance learning version of a course, administer/manage</td>
<td>2</td>
<td>2</td>
<td></td>
<td>scholarly journal sites)</td>
<td></td>
</tr>
<tr>
<td>Division's computer lab, web-enhancement of an existing course.</td>
<td>3</td>
<td>3</td>
<td></td>
<td>discussion questions are administered</td>
<td></td>
</tr>
<tr>
<td>Example Rating:</td>
<td>4</td>
<td>4</td>
<td></td>
<td>by WebCT</td>
<td></td>
</tr>
<tr>
<td>4-5 for developing a new course, major revision of a course, distance learning</td>
<td>5</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>version of a course, or administer/manage Division's computer lab.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 points for web-enhancement of an existing course and similar activities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prorate accordingly for other ratings considering inherent weight of the</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>criterion.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL FOR "WEIGHTED SCORE" 104

SUMMARY OF PART I: TEACHING AND ADVISEMENT

TOTAL SCORE FROM "WEIGHTED SCORE" 104 / TOTAL POSSIBLE POINTS (125) X 60 = 492 (SCORE FOR PART I)

RANKING IN THIS SECTION:
Excellent (50-60 points)
Satisfactory (36-49 points)
Improvement Plan (<36 points)
## II. CONSUMPTION AND PRODUCTION OF RESEARCH AND SCHOLARLY/CREATIVE WORK (20%)

<table>
<thead>
<tr>
<th>Performance Expectations</th>
<th>Wt</th>
<th>Self Rating</th>
<th>Head's Rating</th>
<th>Weighted Score</th>
<th>Justification: (1 or 5)</th>
</tr>
</thead>
</table>
| **Utilize Current Scholarship.** Incorporate current scholarship into teaching and promote student participation in research, supervise graduate students towards thesis, supervise undergraduate student research, conduct workshops for faculty on innovative teaching methodologies, etc. Incorporate current scholarship in non-compensated professional counseling activities. **Example Rating:**  
5 for supervising two graduate students, or mentoring two undergraduate students in research.  
4 for supervising one graduate student, or mentoring one undergraduate student in research. Prorate accordingly for other ratings considering inherent weight of the criterion. | 2  | 1           | 1             |                | Currently teaching policy & human behavior courses. I also work with students independently on policy analysis research. Prorate accordingly for other ratings considering inherent weight of the criterion. |
| **Develop Professionally.** Attend professional organizations, seminars, workshops, formal certification efforts, terminal degree earning endeavors, take continuing education course. **Example Rating:**  
5 for attending 3 professional conferences/seminars/workshops.  
4 for attending 2 professional conferences/seminars/workshops. Prorate accordingly for other ratings considering inherent weight of the criterion. | 2  | 1           | 1             |                | Currently a member of NASW, ABSW, ACDS. Participated in & attended ACDS conference Seattle, WA. |
| **Publications.** Author a chapter in an edited book, publish papers in journals or conference proceedings, edit scholarly publication, and publish review of book or article. **Example Rating:**  
5 for a book chapter, or one refereed paper, or two papers in conference proceedings.  
4 for one paper in conference proceedings. Prorate accordingly for other ratings considering inherent weight of the criterion. **Note:** Consideration will be given to the prestige of the conference and the journal. | 2  | 1           | 1             | 3              | Presented dissertation research (Postal Inspection Service) in the Quarterly for Youth Violence at ACDS in October 2007. Presented dissertation research (Postal Inspection Service) at Seattle, WA October 2007. |
| **Presentation.** Present a paper at a professional conference, conduct workshops or poster presentations at conferences; serve as a discussant on a conference panel. **Example Rating:**  
5 for two presentations, or for one invited guest speaking engagement  
4 for one presentation. Prorate accordingly for other ratings considering inherent weight of the criterion. **Note:** Consideration will be given to the prestige of the conference. | 2  | 1           | 1             | 3              | Presented dissertation research (Postal Inspection Service) at Seattle, WA October 2007. Presented dissertation research (Postal Inspection Service) at Seattle, WA October 2007. |
### External/Internal Funding
Success in attracting and subsequent effective management of research, equipment or teaching grants, contracts, etc. Collaborate with non-PVAMU faculty on jointly held grants. Adhere strictly to terms established with grantors and PVAMU including the timely submission of required reports.

**Example Rating:**
3-5 for receiving one externa/internal grant depending on size/scope and the timely submission of reports.
Prorate accordingly for other ratings considering inherent weight of the criterion.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Count</th>
<th>Weight</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>4</td>
<td>16</td>
</tr>
</tbody>
</table>

**Grant Proposals.** Participate in the submission of research grant proposals, equipment grant proposals, curriculum grant proposals, etc. Collaborate with non-PVAMU faculty in submission of grants.

**Example Rating:**
5 for writing one grant proposal.
4 for contributing to two grant proposals.
Prorate accordingly for other ratings considering inherent weight of the criterion.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Count</th>
<th>Weight</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>4</td>
<td>16</td>
</tr>
</tbody>
</table>

### Publication of a book.

**Example Rating:**
3-5 for a single-authored, co-authored, or edited book and other book-length publications that went through a university or major academic press's independent review process.
2 for a book contract signed with a university or major academic press.
1 for work on a book-length manuscript that will be submitted to a university or major academic press for possible publication.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Count</th>
<th>Weight</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>4</td>
<td>16</td>
</tr>
</tbody>
</table>

**TOTAL FOR “WEIGHTED SCORE”** 50

---

### SUMMARY OF PART II: CONSUMPTION AND PRODUCTION OF RESEARCH AND SCHOLARLY/CREATIVE WORK

**TOTAL SCORE FROM “WEIGHTED SCORE”** 50 / **TOTAL POSSIBLE POINTS (90) X 20 = 114** (SCORE FOR PART II)

---

### RANKING IN THIS SECTION:

- Excellent (13-20 points)
- Satisfactory (8-12 points)
- Improvement Plan (<8 points)

**Attach copies of all publications**
<table>
<thead>
<tr>
<th>Performance Expectations</th>
<th>Wt.</th>
<th>Self Rating</th>
<th>Head's Rating</th>
<th>Weighted Score</th>
<th>Justification: (1 or 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Support Student Retention.</strong> Encourage students (by holding extra tutorials, extended office hours, providing web-based assistance, etc.) who are enrolled in your classes to persist to successful course completion. Example Rating: 3 for providing extra assistance in at least two categories. 4 for providing extra assistance in at least one category.</td>
<td>2</td>
<td>5</td>
<td>4</td>
<td>8</td>
<td>Participated in recruitment activities at the Division's majors fair and Panther B'day.</td>
</tr>
<tr>
<td><strong>Promote Enrollment Enhancement and Management.</strong> Actively support university/college/departmental projects designed to recruit, admit, and enroll students. Actively support students upon enrollment through graduation. Example Rating: 5 for responsibility in a major area for advising (e.g. University College Advisement Representative for A&amp;S), degree program coordinator, or showed leadership in recruitment (e.g. Coordinated recruitment outreach visit). Three visits and/or speeches at schools, civic organizations, college fairs, etc. 4 for active participation in student recruitment activities.</td>
<td>2</td>
<td>5</td>
<td>4</td>
<td>8</td>
<td>Participated in Annual Panther B'day activities as well as the Division major fair.</td>
</tr>
<tr>
<td><strong>Support Student Development.</strong> Serve as a sponsor/Advisor of a student organization; Sponsor/organize/participate in career/professional development activities for students. Sponsor/organize/participate in student majors fairs. Serve as student mentor or advisor for student professional publication, pageant, field trips. Example Rating: 5 points for the fulfillment of above criteria. Prorate accordingly for other ratings considering inherent weight of the criterion.</td>
<td>3</td>
<td>5</td>
<td>4</td>
<td>15</td>
<td>Assisted student with Christmas Day Adopt a Family Supply Drive. Assisted with recruitment activities at division major fair &amp; Panther B'day.</td>
</tr>
<tr>
<td>Active participation in University/College/Division/Departmental Activities</td>
<td>1</td>
<td>1</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service to the Industry/Profession</td>
<td>3</td>
<td>1</td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service to Society/Outreach Activities</td>
<td>2</td>
<td>1</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>TOTAL FOR &quot;WEIGHTED SCORE&quot; 63</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Serve on Research Collaboration Committee. Participated in all commencement and honor convocation activities.

Serve on Head Start Board
Head Start Board
Consult Harris County Juvenile Courts Contract
COST Time at Mentor Program

Assisted students outreach events sponsored a local family for Christmas
SUMMARY OF PART III: SERVICE

TOTAL SCORE FROM “WEIGHTED SCORE” 63 /TOTAL POSSIBLE POINTS (75) X 20 = 16.80 (SCORE FOR PART III)

RANKING IN THIS SECTION:

- Excellent (13-20 points) ✓
- Satisfactory (8-12 points)
- Improvement Plan (<8 points)

PERFORMANCE EVALUATION SUMMARY

82.15

OVERALL SUMMARY

Teaching score + Scholarship Score + Service Score =

<table>
<thead>
<tr>
<th>Teaching score</th>
<th>Scholarship Score</th>
<th>Service Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>76 Excellent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50 Satisfactory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt;50 improvement plan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

General Comments

<table>
<thead>
<tr>
<th>General Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

CATEGORY

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>GENERAL COMMENTS INCLUDING RECOMMENDED IMPROVEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Teaching/Advisement Improvement Plan: &lt;36</td>
<td></td>
</tr>
<tr>
<td>II. Consumption and Production of Research and Scholarly/Creative Work Improvement Plan: &lt;8</td>
<td></td>
</tr>
<tr>
<td>III. Service Improvement Plan: &lt;8</td>
<td></td>
</tr>
</tbody>
</table>

Faculty Signature ______________________ Date 4-8-08

Department Head Signature ______________________ Date 04/08/2008