

**PRAIRIE VIEW A & M UNIVERSITY
COLLEGE ARTS AND SCIENCES
DIVISION OF SOCIAL WORK, POLITICAL AND BEHAVIORAL SCIENCES
FACULTY PERFORMANCE EVALUATION**

For: L er

Academic Year: 2007 - 2008

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

I. TEACHING/ADVISEMENT (60%)					
Performance Expectations	Wt	Self Rating	Head's Rating	Weighted Score	Justification: (1 or 5)
<p>Organize Instruction: 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.</p> <p><i>Example Rating:</i> 5 for the fulfillment of above criteria. Prorate accordingly for other ratings considering inherent weight of the criterion.</p>	3	1 2 3 4 ⑤	1 2 3 4 0	15	Provide syllabus & required course material to each student, including examinations as specified by the University's schedule
<p>Classroom Management: 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.</p> <p><i>Example Rating:</i> 5 for the fulfillment of above criteria. Prorate accordingly for other ratings considering inherent weight of the criterion.</p>	3	1 2 3 4 ⑤	1 2 3 4 ⑤	15	Maintain regular classroom attendance & maintain record of students attendance & performance as required.
<p>Classroom Effectiveness: 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.</p> <p><i>Example Rating:</i> 5 for the fulfillment of above criteria. Prorate accordingly for other ratings considering inherent weight of the criterion.</p>	3	1 2 3 4 ⑤	1 2 3 4 ⑤	15	Maintain the appropriate and-busy time for each class taught, as well as ensure academic engagement for each student.

<p>Responsiveness to Students: 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.</p> <p><i>Example Rating:</i> 5 for the fulfillment of above criteria. Prorate accordingly for other ratings considering inherent weight of the criterion.</p>	3	1 2 3 4 ⑤	1 2 3 ④ 5	12	Provide timely feedback to all students regarding questions and progress on assignments and/or examinations
<p>Professional Conduct: Adhere to TAMUS and PVAMU policies prohibiting unprofessional conduct in faculty/student relationships.</p> <p><i>Example Rating:</i> 5 for the fulfillment of above criteria.</p>	3	1 2 3 4 ⑤	1 2 3 4 ⑤	15	I have consistently followed all policies & procedures regarding professional conduct in my professional role
<p>Advise Students: Create and retain student degree plans, provide accurate advisement to assigned advisees, assist with registration, maintain adviser records, mentor on career development opportunities (e.g., Pre-law Seminar), encourage students to fill out the online SOS survey.</p> <p><i>Example Rating:</i> 5 for the fulfillment of above criteria. Prorate accordingly for other ratings considering inherent weight of the criterion.</p>	3	1 2 3 4 ⑤	1 2 3 ④ 5	12	I advise students assigned to me and maintain record of advisement. I continuously encourage students to fill out the SOS survey. I value their input.
<p>Evaluate Instruction - SOS Ratings: Average SOS Rating.</p> <p>Fall semester: Lower Division Course Rating: Upper Division/Graduate Course Rating:</p> <p>Spring semester: Lower Division Course Rating: Upper Division/Graduate Course Rating:</p>	1	1 2 3 ④ 5	1 2 ③ 4 5	3	I maintain average to above average ratings on student opinion surveys
<p>Evaluate Instruction: Peer Evaluation Average Score (Attach peer evaluation)</p> <p>Peer Evaluator and score for Fall semester:</p> <p>Peer Evaluator and score for Spring semester:</p>	2	1 2 3 4 5	1 2 3 ④ 5	8	

<p>Assessment: Participate in the assessment of courses taught and the annual Division assessment of degree programs including use of results of the assessment to improve each degree program.</p> <p><i>Example Rating:</i> 5 for the fulfillment of above criteria. Prorate accordingly for other ratings depending on the level of participation.</p>	1	1 2 3 ④ 5	1 2 ③ 4 5	3	Assisted with the development of the service program learning outcomes & the assessment plan for the Social Work Education Plan
<p>Innovative Instructional Activities: Develop a new course, significantly revise a course, create a distance learning version of a course, administer/manage Division's computer lab, web-enhancement of an existing course.</p> <p><i>Example Rating:</i> 4-5 for developing a new course, major revision of a course, distance learning version of a course, or administer/manage Division's computer lab. 3 points for web-enhancement of an existing course and similar activities. Prorate accordingly for other ratings considering inherent weight of the criterion.</p>	3	1 ② 4 5	1 ② 3 4 ⑤	15	Frequently use innovative technology (library E-resources, power point, webCT, etc) to teach courses. Course material (instructor notes; scholarly journal sites) & discussion questions are administered by webCT for easy retrieval
TOTAL FOR "WEIGHTED SCORE" <u>104</u>					

SUMMARY OF PART I: TEACHING AND ADVISEMENT

TOTAL SCORE FROM "WEIGHTED SCORE" 104 / TOTAL POSSIBLE POINTS (125) X 60 = 49.92 (SCORE FOR PART I)

57.7

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%)

Performance Expectations	Wt	Self Rating	Head's Rating	Weighted Score	Justification: (1 or 5)
<p>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.</p> <p><i>Example Rating:</i> 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.</p>	2	1 2 ③ 4 5	1 2 ③ 4 5	6	Currently teaching policy & human behavior courses. I also work with students independently on policy analysis research.
<p>Develop Professionally. Attend professional organizations, seminars, workshops, formal certification efforts, terminal degree earning endeavors, take continuing education course.</p> <p><i>Example Rating:</i> 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.</p>	2	1 2 3 ④ 5	1 2 3 4 ⑤	10	Currently a member of NAJW, ABSW, & ACSJ. Participated in & attended ACSJ conference (Seattle, WA).
<p>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.</p> <p><i>Example Rating:</i> 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.</p>	3	1 2 3 ④ 5	1 ② 3 4 5	6	Presented dissertation research (Racial Disparities in the Risk Factors for Youth Violence) at ACSJ in October 2007.
<p>Presentation. Present a paper at a professional conference, conduct workshops or poster presentations at conferences; serve as a discussant on a conference panel.</p> <p><i>Example Rating:</i> 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.</p>	3	1 2 3 ④ 5	1 2 3 4 ⑤	15	Presented dissertation research (Racial Disparities in the Risk Factors for Youth Violence) at Seattle, WA October 2007.

<p>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.</p> <p><i>Example Rating:</i> 3-5 for receiving one external/internal grant depending on size/scope and the timely submission of reports. Prorate accordingly for other ratings considering inherent weight of the criterion.</p>	3	1 ② 3 4 5	1 ② 3 4 5	6	Currently serve on the division's Research & Collaboration Committee responsible for research potential funding source
<p>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.</p> <p><i>Example Rating:</i> 5 for writing one grant proposal. 4 for contributing to two grant proposals. Prorate accordingly for other ratings considering inherent weight of the criterion.</p>	2	1 2 3 4 5	1 ② 3 4 5	4	Submitted grant proposal for SWE: Gerontology Education Cycle / Experiential Learning Program
<p>Publication of a book.</p> <p><i>Example Rating:</i> 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.</p>	3	1 2 3 4 5	① 2 3 4 5	3	No book publications
TOTAL FOR "WEIGHTED SCORE" <u>50</u>					

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 = 11.11 (SCORE FOR PART II) 13

RANKING IN THIS SECTION:

Excellent (13-20 points)

Satisfactory (8-12 points) ✓

Improvement Plan (<8 points)

Attach copies of all publications

III. SERVICE (20%)

Performance Expectations	Wt.	Self Rating	Head's Rating	Weighted Score	Justification: (1 or 5)
<p>Support Student Retention. 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.</p> <p><i>Example Rating:</i> 5 for providing extra assistance in at least two categories. 4 for providing extra assistance in at least one category.</p>	2	1 2 3 ④ 5	1 2 3 ④ 5	8	Participated in recruitment activities at the Division's major fair and Pantherland Day
<p>Promote Enrollment Enhancement and Management. Actively support university/college/departmental projects designed to recruit, admit, and enroll students. Actively support students upon enrollment through graduation.</p> <p><i>Example Rating:</i> 5 for responsibility in a major area for advising (e.g. University College Advisement Representative for A&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.</p>	2	1 2 3 ④ 5	1 2 3 ④ 5	8	Participated in Annual Pantherland Day activities as well as the Division major fair.
<p>Support Student Development. 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.</p> <p><i>Example Rating:</i> 5 points for the fulfillment of above criteria. Prorate accordingly for other ratings considering inherent weight of the criterion.</p>	3	1 2 3 ④ 5	1 2 3 4 ⑤	15	Assisted students with Christmas Day Adopt a Family Supply Drive assisted with recruitment activities at division major fair & Pantherland Day

<p>Active participation in University/College/Division/Departmental Activities. Serve on committees, such as committees related to student development, peer-evaluation, personnel, curriculum, and accreditation. Attend major convocations including commencement, honors convocation, general student assemblies, etc. Attend all faculty conferences. Attend and actively participate in all division/departmental meetings.</p> <p><i>Example Rating:</i> 5 for serving on two or more committees (Departmental, College, University, or Professional Society) in an effective capacity, and showing leadership in at least one such entity, attending commencements, faculty conferences, and department meetings. Prorate accordingly for other ratings considering inherent weight of the criterion.</p>	3	1 2 3 ④ 5	1 2 3 4 ⑤	15	Serve on Research Collaborations Committee. Participated in all commencement and honor convoca activities.
<p>Service to the Industry/Profession. Organize conference sessions, conference panels or round table discussions, adjudicate competitions or consult professionally, serve as an expert witness, as a peer reviewer, as a member of a professional board or committee or as an officer of a professional organization.</p> <p><i>Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p>	3	1 2 3 4 ⑤	1 2 ③ 4 5	9	Serve on Harris County Department of Health Start Board Consult for Harris County Juvenile Courts (District 31st & 31st) (First Time Offender Program)
<p>Service to Society/Outreach Activities. Engage in non-compensated academic-related, professional activities that promote human welfare or advance society. Engage in activities that serve local, regional, state-wide or national communities.</p> <p><i>Example Rating:</i> 5 for developing and/or leading outreach initiative, or advancements in the state of the art. 4 for participating in outreach activities or delivering public information presentations. Prorate accordingly for other ratings considering inherent weight of the criterion.</p>	2	1 2 3 ④ 5	1 2 3 ④ 5	10	Assist students outreach that sponsored a local family for Christmas
TOTAL FOR "WEIGHTED SCORE" <u>63</u>					

82.15

13
84

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	General Comments
Teaching score + Scholarship Score + Service Score =	
<ul style="list-style-type: none"> > 76 Excellent > 50 Satisfactory < 50 improvement plan 	

CATEGORY	GENERAL COMMENTS INCLUDING RECOMMENDED IMPROVEMENT
I. Teaching/Advisement <i>Improvement Plan: < 36</i>	
II. Consumption and Production of Research and Scholarly/Creative Work <i>Improvement Plan: <8</i>	
III. Service <i>Improvement Plan: <8</i>	

Faculty Signature

Date

Department Head Signature

Date







