

**Annual and Biennial Review**

**Faculty Information**

|  |  |
| --- | --- |
| Name: | |
| College: | |
| Department/School/Program: | |
| Current Rank:  Lecturer  Senior Lecturer  Instructor | Assistant Professor  Associate Professor  Full Professor |
| Indicate if  tenured  tenure-track  contract-renewable | |
| Date of Last Annual or Biennial Review: | |
| Date of last promotion: | |
| Review Period:       to  (year) (year) | |

**Instructions and Example**

Evaluation Scale (Round to the nearest 10th)

|  |  |  |
| --- | --- | --- |
| Evaluation Level | Score |  |
| V. | 4.6-5.0 | Excellent |
| IV. | 3.6-4.5 | Exceeds Expectations |
| III. | 2.6-3.5 | Meets Expectations |
| II. | 1.6-2.5 | Needs Improvement |
| I. | 1.0-1.5 | Unsatisfactory |

**Evaluation Instructions**

Step 1: Indicate workload distribution for instruction, professional activity and service.

Step 2: Based on percent of workload, indicate a single score for instruction, a single score for professional activity, and a single score for service.

Step 3: Calculate the Overall Evaluation: The average, weighted in accordance with workload, of evaluation levels in all applicable performance areas.

*For example, a faculty with a workload of 0.6 instruction, 0.2 professional activity, and 0.2 service, who received a score of 4 for instruction, 3 for professional activity and a score of 1 for service would have an overall score of 3.2 (0.6x4) +(0.2x3) + (0.2x1) = 3.2 which falls in the range of III Meets Expectations.*

Step 4: Based on chart above, indicate evaluation level (I, II, III, IV, V)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example** | | | Service | |  |
|  | Instruction | Professional Activity | Chair Responsibilities | Non-Chair Responsibilities | Overall Evaluation |
| Workload Distribution % | 0.6 | 0.2 |  | 0.2 |  |
| Score | 4.0 | 3.0 |  | 1.0 |  |
| Weighted Score | 2.4 | 0.6 |  | 0.2 | 3.2 |
| Evaluation Level  (I, II, III, IV, V) |  |  |  |  | **III** |

Please consult BPM: 2-3-801(4) <http://www.unco.edu/trustees/policy_manual.pdf> and University Regs: 3-3-801(2) <http://www.unco.edu/trustees/University_Regulations.pdf>

**Part I: Evaluation by Faculty**

If evaluating a Chair/Program Coordinator, evaluate both Chair and Non-Chair service:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | Service | |  |
|  | Instruction | Professional Activity | Chair Responsibilities | Non-Chair Responsibilities | Overall Evaluation |
| Workload Distribution % |  |  |  |  |  |
| Score |  |  |  |  |  |
| Weighted Score |  |  |  |  |  |
| Evaluation Level  (I, II, III, IV, V) |  |  |  |  |  |

Attach a memo explaining the reasons, in terms of the approved program area criteria as well as progress toward tenure and/or promotion if applicable, for the scores.

Signature (on behalf of the faculty): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_

Evaluatee notified of decision by:

Email (Date): \_\_\_\_\_\_ Campus Mail (Date): \_\_\_\_\_\_

(If evaluatee is Chair, Director, or Program Coordinator, after completing Part I, send form and materials to Dean.)

**Part II: Evaluation by Chair, Director, or Program Coordinator**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Instruction | Professional Activity | Service | Overall Evaluation |
| Workload Distribution % |  |  |  |  |
| Score |  |  |  |  |
| Weighted Score |  |  |  |  |
| Evaluation Level  (I, II, III, IV, V) |  |  |  |  |

Attach a memo explaining the reasons, in terms of the approved program area criteria as well as progress toward tenure and/or promotion if applicable, for the scores.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_

Evaluatee and faculty notified of decision by:

Email (Date): \_\_\_\_\_\_ Campus Mail (Date): \_\_\_\_\_\_

**Part III: Reconciled Scores When Substantive Disagreement in Final Overall Evaluation.**

(Reconciled in accordance to Department/School/Program Policy)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Instruction | Professional Activity | Service | Overall Evaluation |
| Workload Distribution % |  |  |  |  |
| Score |  |  |  |  |
| Weighted Score |  |  |  |  |
| Evaluation Level  (I, II, III, IV, V) |  |  |  |  |

Faculty Evaluation Committee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_

Director/Chair/Coordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_

**Part IV: Dean Review**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_

**Part V: Dean Evaluation of Chair**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | Service | |  |
|  | Instruction | Professional Activity | Chair Responsibilities | Non-Chair Responsibilities | Overall Evaluation |
| Workload Distribution % |  |  |  |  |  |
| Score |  |  |  |  |  |
| Weighted Score |  |  |  |  |  |
| Evaluation Level  (I, II, III, IV, V) |  |  |  |  |  |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_

**Part VI: Dean Evaluation for Appeal**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | Service | |  |
|  | Instruction | Professional Activity | Chair Responsibilities | Non-Chair Responsibilities | Overall Evaluation |
| Workload Distribution % |  |  |  |  |  |
| Score |  |  |  |  |  |
| Weighted Score |  |  |  |  |  |
| Evaluation Level  (I, II, III, IV, V) |  |  |  |  |  |

Attach a memo explaining the reasons, in terms of the approved program area criteria, for the scores.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_

**Part VII: CAO Review for Appeal**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | Service | |  |
|  | Instruction | Professional Activity | Chair Responsibilities | Non-Chair Responsibilities | Overall Evaluation |
| Workload Distribution % |  |  |  |  |  |
| Score |  |  |  |  |  |
| Weighted Score |  |  |  |  |  |
| Evaluation Level  (I, II, III, IV, V) |  |  |  |  |  |

Attach a memo explaining the reasons, in terms of the approved program area criteria, for the scores.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_