



ACCREDITATION EVIDENCE

Title: End of Year Assessment: Annual Faculty Evaluation Form

Evidence Type: Clear

Date: 2022

WAN: 22-0269

Classification: Resource

PII: No

Redacted: No



End of Year Assessment

Academic Year: _____

Name:		Position:	
School		Department:	
School Chair:		Department Facilitator:	

Faculty complete Sections 1-4 before graduation each year, and submit electronically to appropriate School Chair.

Section I. Teaching Evaluation (if applicable)

Reported on Teaching Evaluation dated: _____

Needs Improvement

Meets Expectations

Section II. Student Evaluation

The items below report data from the current academic year in the following courses:

Course Name	Course Number	Section

Using the aforementioned courses to report the calculated averages for the following questions:

The instructor's responses to questions were clear.	Calculated Average:
Communications from the instructor were respectful and courteous.	Calculated Average:
Overall, how would you rate the instructor?	Calculated Average:
How much work did the course require?	Calculated Average:
As a college course, the material was:	Calculated Average:

Response Rate: Please insert the calculated average return (response) rate for all identified courses:

Average Response Rate (for questions 1-3):

Data averages in the 15th percentile of Department/School Histogram scores for all three reported histograms*.

*Needs Improvement represents at least 2 consecutive years of data in the 15th percentile of the Department/School Histogram for all three questions.

Needs Improvement

Meets Expectations

Section III. Service

Identify and quantify all assigned/elected service to the School and/or College:

Service	Yearly Time Average
TOTAL TIME:	
To achieve a Meets Expectations, Service must equate to a minimum value of 86-106.	
<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Meets Expectations

Section IV. Professional Development

Identify and list all efforts to develop professionally

1.
2.
3.
4.
5.

Information below this line is completed by the School Chairs during Summer Semester.

Planning & Improvement Data

Disclaimer: The Institutional Effectiveness Office has supplied the last 5 years of data for comparative course(s) to use in assessing and reflecting on this year's teaching.

Benchmark Course(s)	Average Enrollment	Average Grade Distribution and Withdrawals (%)					

Administrative Expectations

- aligned & submitted ADA approved syllabi
- submitted class roster
- posted mid-term grades
- posted final grades (with last day of attendance for D/F students)
- administered common assessments & submitted data

To achieve a Meets Expectations all of the administrative expectations must be met by the assigned deadline.

<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Meets Expectations
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End of Year Assessment

To achieve a Meets Expectation, three of the following must be at least Meets Expectations: a) Teaching Evaluation, b) Student Evaluation, c) Service, and d) Administrative Expectations.

Upon review of the aforementioned data, the School Chair has determine that this year you ...

Need Improvement

Meet Expectations

If placed in the Needs Improvement category, the VP for Student Learning must review the End of Year Assessment.

School Chair Summary & Feedback

Information below this line is completed by Faculty during Fall Convocation, and submitted electronically to the appropriate School Chair before the first day of the Fall classes.

Faculty Self Evaluation

Review and discuss your performance as noted in this evaluation (word limit: 150)

Identify 2 opportunities for growth and improvement:

1.

2.

Electronic Faculty Signature & Date:

Electronic Chair Signature & Date:

Information below this line will be completed after September 1st by the VP for Student Learning, and returned to the corresponding School Chair and Faculty before the start of Spring semester.

Reviewed by the VP for Student Learning (Electronic Signature & Date)

VP for Student Learning Comments (if any)

Definitions

Calculated Average: This is the unweighted mean of the reported student evaluation data. This can be

calculated from the following formula: $\bar{x} = \frac{\sum x}{n}$

Percentile Rank: A statistical measure indicating the value below which a given percentage of observations in a group or observation falls. For example, the 15th percentile—as referenced in this document—indicates the value below which 15% of the observations may be found; this would indicate 85% of scores are superior.