Minimum Criteria for Tenure and/or Promotion Consideration

Prepared for
Dr. Mary E. Benjamin
Vice Chancellor for Academic Affairs

by
Ad Hoc Committee on Promotion and Tenure

April 2000
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Introduction

The University of Arkansas at Pine Bluff (UAPB) endeavors to attract and maintain faculty who are well prepared academically, are contributing members of the university and their profession, and are actively engaged in research and/or other scholarly activities within their chosen disciplines. The institution has a reward system that is tied to performance and that promotes excellence within its faculty ranks. Faculty employment and advancement are based on academic credentials, performance as a teacher/scholar, contributions to the University community and his/her discipline as well as service to the broader community.

For promotion and/or tenure, faculty will be evaluated in the three areas of teaching, research/scholarship/creative activity, and service. This document details minimum performance standards in each area of faculty work that must be met before faculty are considered for promotion and/or tenure. It is recognized, however, that each academic discipline may have specific needs and may choose to modify listings within the various categories. In such cases, substituted items must be of equal value as the item being replaced and must have the approval of the Dean of the School and the Vice Chancellor for Academic Affairs prior to the beginning of the review process. All faculty are expected to maintain a satisfactory level of productivity across all areas of service (teaching, research/scholarship/creative activity, or service) regardless of tenure status or rank.

Tenure

Tenure-track positions are ranks of Assistant Professor, Associate Professor, Professor, Distinguished Professor, and University Professor. After an appropriate probationary period, tenure may be granted to faculty members whose professional characteristics indicate that they will continue to serve with distinction in their appointed role. There is a reciprocal responsibility between the faculty member who is granted tenure and the University of Arkansas at Pine Bluff. The University provides academic freedom and economic security and the faculty member is obligated to maintain high standards of professional performance and professional ethics. Tenure conveys the notion that the faculty member has become a permanent member of the academic body of the University. Tenure will generally be conferred only to those who have achieved, or give strong evidence of potential to achieve, promotion in rank according to criteria at UAPB. For a faculty to receive tenure, he/she must receive a rating of at least good in the three areas of: 1) teaching, 2) research/scholarship/creative activity, and 3) service.
Assistant Professor

A person holding the rank of Assistant Professor will have the appropriate terminal degree in his/her discipline or a closely-related discipline. He/She should have demonstrated capabilities as an effective University teacher, a productive scholar, and a contributing member to the University and broader community. Promotion to this rank requires good performance in the three areas of teaching, research/scholarship/creative activity, and service.

Associate Professor

Faculty holding the rank of Associate Professor will have the appropriate terminal degree in the discipline or a closely-related discipline. He/She should have a proven record of effective teaching, scholarly, or creative activity, and service to the University and broader community. Promotion to Associate Professor requires a rating of excellence in teaching, at least good in research/scholarship/creative activity, and at least good in service. For faculty with an appointment in two or more areas of responsibility, promotion to Associate Professor requires a rating of excellent in the major area of responsibility and the appropriate proportional rating in the other areas.

Professor

Faculty holding the rank of Professor will have the appropriate terminal degree in his/her discipline or a closely-related discipline. His/Her teaching effectiveness should be generally recognized; contributions to knowledge or creative endeavor in the discipline are substantial and are recognized beyond the confines of the campus to be high quality. Additionally, the professional contributions to the academic and broader community should be significant. Promotion to Professor requires a rating of excellence in teaching and research/scholarship/creative activity and at least good in service.
2

Teaching

Each candidate for tenure and/or promotion must include in his/her dossier a Teaching Portfolio. The portfolio (in print or electronic format) will include a well-defined philosophy of teaching as well as the following items:

Category A (55 pts.)—Materials from Others

- Student course or teaching evaluation data which produce an overall rating of effectiveness. (15 pts.)
- Statements from departmental peer review committees. (20 pts.)
- Documentation of teaching development activity. (15 pts.)
- Statement by the department chair assessing the professor’s teaching contribution to the department. (5 pts.)

Category B (40 pts.)—The Products of Good Teaching

- Honors or other recognition such as a distinguished teaching award. (10 pts.)
- Student publications or conference presentations on course-related work. (5 pts.)
- Testimonials from employers or students about the professor’s influence on career choice. (5 pts.)
- Evidence of student academic achievement: (15 pts.)
  a. A record of students who succeeded in advanced study in the field.
  b. Student score on comprehensive exam
- Statements by alumni on the quality of instruction. (5 pts.)

Category C (60 pts.)—Evidence of Good Teaching

- Description of curricular revisions, including upgraded and current materials and class assignments. (4 pts.)
- Documentation of self-assessment of teaching. (5 pts.)
- Contributing to, or editing, a professional journal on teaching in the professor’s discipline. (4 pts.)
- Invited presentations on teaching in one’s discipline. (3 pts.)
- A videotape of the professor teaching a typical class. (3 pts.)
- Development of new courses for on-site or virtual delivery. (10 pts.)
- A record of qualitative teaching as measured by a combination of student evaluations, peer evaluations, and evaluations by department chairperson (may include innovative teaching
Category C, cont’d

strategies such as the use of technology, course development, etc.). (10 pts.)

♦ Participation in off-campus or virtual activities related to teaching in the professor’s discipline.
  (4 pts.)
♦ Evidence of collegial mentoring and team teaching. (5 pts.)
♦ Description of how technology and non-print materials are used in teaching. (4 pts.)
♦ Examples of graded student work along with the professor’s comments on why it was so graded.
  (8 pts.)

Other items may be substituted for some of the ones listed here, if mutually agreed upon by faculty, chairperson, and the dean of the School. However, items must be selected that clearly demonstrate good teaching and effective learning.

<table>
<thead>
<tr>
<th>Promotion</th>
<th>Points</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor to Assistant Professor</td>
<td>108</td>
<td>Good (108–123)</td>
</tr>
<tr>
<td>Assistant Professor to Associate Professor</td>
<td>124</td>
<td>Commendable (124–138)</td>
</tr>
<tr>
<td>Associate Professor to Full Professor</td>
<td>139</td>
<td>Excellent (139–above)</td>
</tr>
<tr>
<td>Tenure</td>
<td>124</td>
<td></td>
</tr>
</tbody>
</table>

**Joint Appointment**

For faculty whose official university appointment includes teaching and another area of service (administration, research, or extension), the minimum acceptable rating for promotion or tenure is proportional to the percentage of time assigned to teaching. For example, the minimum acceptable rating—for promotion or tenure—for a faculty member with a 50/50 teaching/research appointment is 50% of the minimum output established for a faculty member with a 100% teaching appointment.
3

Research/Scholarship/Creative Activity

Each promotion and tenure review committee (departmental and university-wide) must include in its recommendations an assessment of a candidate’s research and/or scholarship. Candidates are required to clearly present documented evidence of scholarly activities in their dossiers.

Research/Scholarly/Creative Activities List

Research/scholarly/creative activities for faculty members will be classified into the following three categories. The list defines activities considered acceptable in assessing research/scholarly/creative activities of faculty being considered for promotion and/or tenure. To ensure research/scholarly/creative activities relevancy achieved in the current rank while at UAPB, only outputs achieved in the current rank will be considered for promotion. For tenure considerations, only accomplishments within the probationary period will be considered.

Category A (300 pts.)—Research/Scholarly/Creative Activities at the National Level

- Publication of an article in a leading national refereed academic journal in the candidate’s discipline. (20 pts.)
- Publication of a peer reviewed book in the candidate’s discipline. (20 pts.)
- Publication in the proceedings of a national leading association in the candidate’s discipline. (20 pts.)
- Publication of an abstract in a national journal in the candidate’s discipline. (20 pts.)
- Publication of an instruction enhancing methodology in the candidate’s discipline. (20 pts.)
- Editing of a scholarly book or publishing a scholarly book of readings. (20 pts.)
- Publication/presentation of artistic works in a national forum. (20 pts.)
- Design of nationally recognized technological educational methodologies. (20 pts.)
- Developed and funded academic grants. (20 pts.)
- Editing of a reviewed scholarly electronic forum. (20 pts.)
- Artistic exhibits and presentations. (20 pts.)
- Music publications/articles or compositions. (20 pts.)
- Published critiques of music and art. (20 pts.)
- Outside design work. (20 pts.)
- Juried exhibits. (20 pts.)
Category B (156 pts.)--Research/Scholarly/Creative Activities at the State or Regional Levels

♦ Publication of an article in a regional refereed journal. (12 pts.)
♦ Publication of chapters, poetry, or art in an academically recognized book. (12 pts.)
♦ Publication of a study guide, workbook, or other instructional material. (12 pts.)
♦ Preparation of a technical, consulting, or research report (especially reports emanating from university sponsored projects). (12 pts.)
♦ Publication of an article in the proceedings of a reputable regional academic conference in the candidate’s discipline. (12 pts.)
♦ Design and presentation of an innovative teaching methodology in the candidate’s discipline. (12 pts.)
♦ Design and presentation of innovative instructional assessment methodology. (12 pts.)
♦ Developed and funded academic grants. (12 pts.)
♦ Editing of a reviewed scholarly electronic forum. (12 pts.)
♦ Artistic exhibits and presentations. (12 pts.)
♦ Video production such as the documentary and news programs for which the professor has sole creative responsibility. (12 pts.)
♦ Contribution to the actual production of plays produced in regional theatre. (12 pts.)
♦ Juried exhibits. (12 pts.)

Category C (77 pts.)--Other Research/Scholarly/Creative Work (Local)

♦ Presentation of working papers in faculty research seminars. (7 pts.)
♦ Editing a book. (7 pts.)
♦ Reviewer of conference papers. (7 pts.)
♦ Service on an editorial review panel for a manuscript to be published in a national or regional journal. (7 pts.)
♦ Presentation of non-peer reviewed papers at academic conferences. (7 pts.)
♦ Article in a non-juried publication or local research journal. (7 pts.)
♦ Developed and submitted unfunded academic grant applications. (7 pts.)
♦ Artistic exhibits and presentations. (7 pts.)
♦ Preparation for ensemble concerts/band half-time shows. (7 pts.)
♦ News stories published in a newspaper or magazine. (7 pts.)
♦ Full-length plays produced at the university. (7 pts.)

Each department must compile an official and comprehensive lists of journals, proceedings, conferences in each category for each discipline. The list must be presented to the Dean’s office and the school’s promotion and tenure committee for approval.

Review committees will evaluate the quality of the scholarly activities, with the expectation that the candidate will have demonstrated continuing efforts in research and scholarship. Under special circumstances, departmental committees may recommend other scholarly activities for those listed based on approval by the Deans’ Council and the University Promotion and Tenure Committee. A written justification must be presented and endorsed by the Dean prior to the submission of the candidate’s dossier to the department chair for review.
Points System

Assessment of scholarly achievement will be based on a points system. There is no maximum number of points under this system; however, the minimum number of points required for a positive assessment of research/scholarly/creative achievement by a candidate will be as follows:

<table>
<thead>
<tr>
<th>Promotion</th>
<th>Points</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor to Assistant Professor</td>
<td>60 pts.</td>
<td>Good (60 - 74)</td>
</tr>
<tr>
<td>Assistant Professor to Associate Professor</td>
<td>75 pts.</td>
<td>Commendable (75 - 89)</td>
</tr>
<tr>
<td>Associate Professor to Full Professor</td>
<td>90 pts.</td>
<td>Excellent (90 - above)</td>
</tr>
<tr>
<td>Tenure</td>
<td>80 pts.</td>
<td></td>
</tr>
</tbody>
</table>

Joint Appointment

For faculty whose official university appointment includes research and another area of service (administration, teaching, or extension), the expected research output will exceed the minimum established for faculty whose official appointment does not include research. In such instances the minimum acceptable output is 2.5 times the proportional percentage of the research appointment. For example, the expected research output for a faculty member with an 80/20 research/teaching appointment is 2.5 x 80% of the minimum output established for a faculty with a 100% teaching appointment.
Service

Performance of Service Responsibilities to the University, School, Profession and Broader Community

Category A (34 pts.)—University

✦ Participation in formal university mentoring activities. (4 pts.)
✦ Participation as a member of appropriate curriculum committees. (2 pts.)
✦ Leadership in the preparation and development of curriculum content areas. (4 pts.)
✦ Participation as a member of appropriate faculty committees. (2 pts.)
✦ Service as advisor to or sponsor of student groups and activities. (2 pts.)
✦ Serve on University committees providing leadership and peer recognition. (4 pts.)
✦ Student advising. (10 pts.)
✦ Serve on University committees. (2 pts.)
✦ Performance at conferences and special events, e.g. dedications, inaugural functions. (4 pts.)

Category B (18 pts.)—Profession

✦ Participation at the local level in professional activities such as professional organizations, agency committees, etc. (2 pts.)
✦ Membership and offices held in scholarly and professional organizations at the local, state, regional, or national level. (4 pts.)
✦ Speeches or presentations made to scholarly, civic, service, social, professional, governmental, business, or industrial groups. (2 pts.)
✦ Serve on regional or national committees related to the profession such as journal editorial boards, professional organizations and task forces. (4 pts.)
✦ Citations, commendations, or awards earned. (2 pts.)
✦ Serve in leadership position at the local, regional, or national level. (4 pts.)

Category C (23 pts.)—Broader Community

✦ Consulting or advisory services provided to public or private agencies and organizations. (3 pts.)
✦ Elected or appointed offices held. (3 pts.)
✦ Provide continuing education and consultation for the community or organizations. (3 pts.)
Category C, cont’d

- Professional services provided to client groups. (2 pts.)
- Appointments to commissions or boards at local, state, regional, and federal government. (4 pts.)
- Discipline-related fraternal activities that bring honor to the university and/or prepare young people for college. (4 pts.)
- Performance at conferences and special events, e.g. dedications, inaugural functions. (4 pts.)

<table>
<thead>
<tr>
<th>Promotion</th>
<th>Points</th>
<th>Rating</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor to Assistant Professor</td>
<td>52 pts.</td>
<td>Good</td>
<td>(52 - 59)</td>
</tr>
<tr>
<td>Assistant Professor to Associate Professor</td>
<td>60 pts.</td>
<td>Commendable</td>
<td>(60 - 66)</td>
</tr>
<tr>
<td>Associate Professor to Full Professor</td>
<td>67 pts.</td>
<td>Excellent</td>
<td>(67 - above)</td>
</tr>
<tr>
<td>Tenure</td>
<td>60 pts.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Determination of Tenure Status and Rank

The determination of tenure status and rank is made at the time of initial appointment at UAPB. Evaluation for tenure will cover activities during the probationary period of tenure-track appointment. Evaluation for promotion will cover activities starting after date of the last promotion and/or appointment. Listed below are indicators, along with point values, for the three evaluative areas. The areas are weighted 60% teaching, 25% research/scholarship/creative activity, and 15% service.

Computation Summary

<table>
<thead>
<tr>
<th>Area</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>155</td>
</tr>
<tr>
<td>Research/Scholarship/Creative Activity</td>
<td>533 (a score of 85 received)</td>
</tr>
<tr>
<td>Service</td>
<td>75</td>
</tr>
<tr>
<td>TOTAL SCORE</td>
<td>763 (315)</td>
</tr>
</tbody>
</table>

Total Rating (σ) = \frac{0.60(\text{Score}) + 0.25(\text{Score}) + 0.15(\text{Score})}{\text{Total Score}}

<table>
<thead>
<tr>
<th>Rating Scale (σ)</th>
<th>Rating Scale (σ x 100)</th>
<th>Rating Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.70 - 0.79</td>
<td>70 - 79</td>
<td>Good</td>
</tr>
<tr>
<td>0.80 - 0.89</td>
<td>80 - 89</td>
<td>Commendable</td>
</tr>
<tr>
<td>0.90 - above</td>
<td>90 - above</td>
<td>Excellent</td>
</tr>
</tbody>
</table>
Sources

1. Faculty Manual (1998), University of Indiana Southeast.

2. School of Social Work, Stephen F. Austin State University.

3. School of Social Work, University of Arkansas at Little Rock.

4. Tenure Policy, West Chester State College.

5. Personnel Document on Evaluative Criteria, Procedures, and General Standards for Initial Appointment, Successive Appointments, Promotion, Tenure, and Annual Review of Faculty and Appointment and Annual Review of Professional Staff, Department of Sociology, University of Arkansas, Fayetteville.

6. Scholarship Reconsidered, Priorities of the Professorate by Ernest L. Boyer.

7. The Teaching Portfolio by Peter Seldin.


9. Returning to Our Roots: The Engaged Institution

10. Successful Use of Teaching Portfolios

11. Memorandum 405.1

12. Enhancing Promotion, Tenure, and Beyond

13. Getting Tenure

14. Tenure, Promotion and Reappointment

15. An Act to Amend the Faculty Performance Review Requirements and for other Purposes
**UNIVERSITY OF ARKANSAS AT PINE BLUFF**

Chair's Evaluation of Faculty

Instructor Evaluated:  
Rank:  Assistant Professor  
Department:  Soc & Beh

Academic Year:  2010-2011

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Score</th>
<th>Criteria</th>
<th>Weight</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criterion 1 Course Design</td>
<td>15</td>
<td>4</td>
<td>Criterion 7 Scholarly/Creative Activity</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>Criterion 2 Attendance/Reporting</td>
<td>10</td>
<td>4</td>
<td>Criterion 8 University Service</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Criterion 3 Adequacy of Office Hours</td>
<td>5</td>
<td>4</td>
<td>Criterion 9 Community Service</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Criterion 4 Quality of Advising</td>
<td>10</td>
<td>4</td>
<td>Criterion 10 Evidence of Professional Developmental Implementation/Plan</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>Criterion 5 Professional Affiliations</td>
<td>5</td>
<td>4</td>
<td>Criterion 11 Command of English</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Criterion 6 Student Evaluation</td>
<td>10</td>
<td>2.94</td>
<td>Criterion 12 Peer Evaluation</td>
<td>10</td>
<td>3.87</td>
</tr>
</tbody>
</table>

**Final Score**  
3.78

Explanation of Scores (decimal scores acceptable in all categories)
4 = Excellent, above average, and without need of improvement
3 = Acceptable quality, certainly good enough, but not "excellent"
2 = Needs minor improvement
1 = Needs major improvement
0 = Unsatisfactory
NA = Not Applicable

Comments:  Overall rating of 3.78 on a scale of 0 to 4
# Chair's Evaluation of Faculty

**UNIVERSITY OF ARKANSAS AT PINE BLUFF**  
*Chair's Evaluation of Faculty*

**Name**  
[Redacted]

**Date**  
April 4, 2011

**Rank**  
Assistant Professor

**Dept.**  
Social & Beh. Sci

**Academic Year**  
2010-2011

**Year of Initial Employment**  
2007

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## Evaluation

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Criterion 1: Course Design</strong></td>
<td>The primary evidence of excellent course design is the syllabus. All syllabi must be updated prior to each semester. The syllabus will remain on file for use in the annual evaluation. Evaluation will be based on how well the syllabus provides a comprehensive plan covering all topics needed for a course, the inclusion of a well thought out evaluation strategy, the use of creative and innovative teaching strategies, the use of recent scientific findings, and the inclusion of all elements described in university policy.</td>
</tr>
<tr>
<td><strong>Criterion 2: Attendance</strong></td>
<td>The faculty member is timely in meeting classes and in reporting grades, non-attendance and other required faculty reports.</td>
</tr>
<tr>
<td><strong>Criterion 3: Adequacy of Office Hours</strong></td>
<td>A minimum of ten (10) office hours is scheduled and maintained for full-time teaching faculty. The faculty member is available for student appointments, meetings and consultation with colleagues as scheduled.</td>
</tr>
<tr>
<td><strong>Criterion 4: Quality of Advising</strong></td>
<td>The faculty member is available for advising students and is knowledgeable of university policies, participates effectively in academic advisement week, keeps adequate advising records according to recommended procedure, and meets with assigned advisees as often as needed.</td>
</tr>
<tr>
<td><strong>Criterion 5: Professional Affiliations</strong></td>
<td>The faculty member holds membership in professional organizations (local, regional, national), attends professional meetings, and is appropriately involved with his/her profession as documented by a short narrative including names of organizations, date joined, current membership status, offices held and meetings attended.</td>
</tr>
<tr>
<td><strong>Criterion 6: Student Evaluation</strong></td>
<td>The student evaluation score (the mean of all student ratings of all classes taught) will be administered during the last 2 weeks of the semester.</td>
</tr>
<tr>
<td><strong>Criterion 7: Scholarly/Creative Activity and Professional Service</strong></td>
<td>Scholarly activities include involvement in teaching, research, professional development, and service to a professional discipline.</td>
</tr>
<tr>
<td><strong>Criterion 8: University Service</strong></td>
<td>University service is documented in a short narrative (single page) to the chair. This narrative should include service on departmental, school, and university committees, student organizations and participation in recruitment/retention activities. Participation in departmental, divisional and university faculty meetings, university functions, graduations and seminars. The chair may ask for further details or documentation if needed. This category does not include Community Service (as defined in Criterion 9).</td>
</tr>
<tr>
<td><strong>Criterion 9: Community Service</strong></td>
<td>The faculty is involved in community service activities related to one's profession and serves on community and civic committees, commissions and advisory boards.</td>
</tr>
<tr>
<td><strong>Criterion 10: Evidence of Professional Developmental Implementation/Plan and Supporting Documentation</strong></td>
<td>Evidence of professional development is documented. As evidence of progress in meeting professional development goals, faculty provides a collection of data reports, work samples, etc., in a portfolio illustrating continuous growth as professionals.</td>
</tr>
<tr>
<td><strong>Criterion 11: Command of English</strong></td>
<td>The faculty demonstrates clear and understandable language skills and meets the expectations of the department, school, UAPB and Arkansas laws.</td>
</tr>
<tr>
<td><strong>Criterion 12: Peer Evaluation (mean score of Departmental Peer Reviewers)</strong></td>
<td>Peer evaluations will be conducted by reviewers appointed by the chair. Each teacher should be subjected to at least 2 peer reviews. For additional information see Peer Evaluation of Faculty Score.</td>
</tr>
</tbody>
</table>

**Overall Score:** 378.10

**Comments:**  
Major asset to the [Redacted]
## NCATE Standard 5 Information

<table>
<thead>
<tr>
<th>HPER</th>
<th>Chair's Evaluation of Faculty</th>
<th>2010-2011</th>
<th>2009-2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Course Design</td>
<td>3.67</td>
<td>3.43</td>
</tr>
<tr>
<td>2</td>
<td>Attendance</td>
<td>3.71</td>
<td>3.86</td>
</tr>
<tr>
<td>3</td>
<td>Adequacy of Office Hours</td>
<td>3.57</td>
<td>3.57</td>
</tr>
<tr>
<td>4</td>
<td>Quality of Advising</td>
<td>3.14</td>
<td>3.14</td>
</tr>
<tr>
<td>5</td>
<td>Professional Affiliations</td>
<td>2.00</td>
<td>2.00</td>
</tr>
<tr>
<td>6</td>
<td>Student Evaluations*</td>
<td>3.56</td>
<td>3.56</td>
</tr>
<tr>
<td>7</td>
<td>Scholarly Activity and Professional Service</td>
<td>2.29</td>
<td>2.29</td>
</tr>
<tr>
<td>8</td>
<td>University Service</td>
<td>2.43</td>
<td>2.43</td>
</tr>
<tr>
<td>9</td>
<td>Community Service</td>
<td>2.86</td>
<td>2.86</td>
</tr>
<tr>
<td>10</td>
<td>Evidence of Professional Development/ Plan</td>
<td>2.29</td>
<td>2.29</td>
</tr>
<tr>
<td></td>
<td>Command of English*</td>
<td>3.87</td>
<td>3.87</td>
</tr>
<tr>
<td></td>
<td>Peer Evaluation*</td>
<td>3.80</td>
<td>3.80</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.10</td>
<td>3.09</td>
</tr>
</tbody>
</table>

## Additional Notes

- The table above represents the chair's evaluation of the faculty across various categories.
- The ratings are on a scale from 1 to 5, with 5 being the highest.
- The data is divided into two periods: 2010-2011 and 2009-2010.
- Student Evaluations* and Command of English* ratings are highlighted for emphasis.
Dr. Anissa Buckner-Biology Chairperson  
Faculty Evaluation Summary Examples

Faculty Member 1
- Reports to work during school year and advises students for registration. Does research and gets external funding for the Wheat and Barley Project. His research goals are obtainable and he is mentoring students in the biology department. His future plans are to conduct a Pilot Study and redo his Faculty Development Plan and fill in strengths and weaknesses, set his baseline action plan. Evaluations showed that students rated mostly at least 3.0+/5 other elements showed on the evaluations were:
  - 3.0/5.0  Student evaluation
  - 38.5/40  Faculty Peer Evaluation
  - 82/100   Chair Evaluation

Faculty Member 2
- Faculty Development Plan was handwritten. The curriculum vitae was missing from the files and not submitted as requested repeatedly. The students received help from instructed; however, they requested more visual aids and interactive learning tools in the classroom. The software packages used in class were compatible with the current technological equipment. The instructor was able to fit laboratory setting for Biological Science with course. Instructor has strong verbal and written communication with students.
  - 3.3/5    Student evaluation
  - 36.3/40  Faculty Peer Evaluation

(Note: The instructor will need to cover more material/class and develop class management skills.)
- 68/100 Chair Evaluation (Chair's comments agree with faculty evaluation and also include: submit materials in a timely fashion
- Such as syllabus, office hours, curriculum, more campus/ university service)

- Material was submitted in a timely fashion which included syllabus, office hours and curriculum vitae. More time will be needed in volunteer hours for the campus and university services. Curriculum vitae was very good and showed the hours of past services to the campus and past research. Research grant needs include some pilot studies and faculty member requests laboratory space.

Faculty member will provide a list of equipment and locations in building.

- 2.0/5 Student evaluation (a junior/senior level class, Histology, showed 1.5 - 2.9 on several sections)

- 36/40 Faculty Peer Evaluation (a suggestion was noted to make classes more lively and interactive)

- 71.5/100 Chair Evaluation (The instructor needs to get more involved in group interactions and engaging students with more updated and modern technology for the classroom. There were complaints with course designs. Other issues discussed were: Lab space is needed for pilot study and equipment locations for a grant that ended in 2005)
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| Average | 3.45 | 3.24 | 3.47 | 3.27 | 3.80 | 3.65 | 3.80 | 3.69 | 3.80 | 3.53 | 3.63 | 3.81 | 2.80 | 3.75 | 3.77 | 3.55 | 3.47 |

Sample size | 28  | 34  | 35  | 22  | 5   | 16  | 2   | 9   | 39  | 15  | 6   | 13  | 10  | 9   | 8   | 30  | 39  |