**Annual Review Forms for Faculty Member and Faculty Member’s Supervisor**

**UNIVERSITY OF NEW ENGLAND**

**Annual Faculty Member Performance Evaluation  
for Academic Year XXXX/XXXY**

**Part A (Completed by Faculty Member undergoing evaluation)**

*Content of this form serves as the minimal protocol and can be supplemented by individual units. This form is to be completed by each faculty member, and submitted to and discussed with her/his supervisor. The UNE Faculty Handbook states that every member of the faculty will be reviewed annually as part of the Annual Review, Reappointment, Promotion, and Tenure process. All reporting of teaching, scholarship and service will align with departmental criteria established for reappointment, promotion, and tenure.*

Name of Faculty Member:

Date of Hire:

Faculty Classification:

*(Lecture, Research,*

*Clinical or Tenure track)*

Rank: Date of appointment to current rank:

*(Assistant, Associate, Professor,*

*or Senior, as appropriate)*

Tenure status: Date tenured:

*(if Tenure Track) (if appropriate)*

**TEACHING**

1. What were your: a) teaching assignments, b) goals, and c) aspirational goals in teaching for the academic year under review (refer to last year's annual review or other discussions with your administrative supervisor)?

2. Student Evaluations:

For each course taught during the academic year under review, list the course number and name, and the number of students and percentage of students in the class that responded. *Attach copies of the student evaluation report for each course to this document*.

3. Reflecting on all relevant evidence, what are the key points you learned from these evaluations?

4. a) What other activities demonstrate evidence of your teaching performance for the academic year under review (e.g. student advising, peer review, teaching innovations, awards, meetings, etc.)?

b) How did students benefit from these activities (be specific when possible)?

5. How would you rate your overall performance in the area of teaching for the academic year under review? (Using these categories: did not meet expectations, met expectations, exceeded expectations). Justify your response.

S**CHOLARLY ACTIVITY**

1. What were your: a) scholarship activities, b) goals, and c) aspirational goals in scholarship for the academic year under review (refer to last year's annual review or other discussions with your administrative supervisor)?

2. What activities in the academic year under review demonstrate evidence of your scholarship? For each, indicate your level of involvement (examples: principal investigator, consultant, co-author, presenter). Include finalized work such as manuscripts published, presentations and grants funded, as well as work in progress such as grant applications, articles in preparation, etc.

3. How would you rate your overall performance in the area of scholarship for the academic year under review? (Using these categories: did not meet expectations, met expectations, exceeded expectations). Justify your response.

**SERVICE**

1. What were your a) service activities, b) goals, and c) aspirational goals in service for the academic year under review (refer to last year's annual review or other discussions with your administrative supervisor)?

2. What activities in the academic year under review demonstrate evidence of your service? For each, indicate your level of involvement (e.g., student advising, committee member, chair, consultant) and the frequency of activity (example: committee met quarterly).

3. How would you rate your overall performance in the area of service for the academic year under review? (Using these categories: did not meet expectations, met expectations, exceeded expectations). Justify your response.

**OTHER**

1. Were you involved with any faculty development activities regarding teaching, scholarship, or service. If so, please list these here.
2. List other notable activities, awards, etc. with a brief description of each (1-3 sentences maximum).

**NEXT ACADEMIC YEAR’S ANNUAL GOALS**

1. What activities in teaching, scholarship, and service do you think would be appropriate for the next academic year?

2. What specific, measurable goals in teaching, scholarship, and service are appropriate for you in the next academic year?

3. Aspirational goals are those that result in truly exceptional achievements. What “aspirational” goals in teaching, scholarship, and service do you think are appropriate for you for in the next academic year?

4. Do you have any faculty development goals for next academic year?

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Signature of Faculty Member Date

**ATTACHMENT 8 (continued)**

**UNIVERSITY OF NEW ENGLAND**

**Annual Faculty Member Performance Evaluation  
for Academic Year XXXX/XXXY**

**Part B (Completed by Faculty Member’s Supervisor)**

*Content of this form serves as the minimal protocol and can be supplemented by individual units. This form is to be completed by each faculty member’s supervisor and will be sent to the faculty member after the annual review and included in the faculty member’s RPT portfolio. The UNE Faculty Handbook states that every member of the faculty will be reviewed annually as part of the Annual Review, Reappointment, Promotion, and Tenure process. All reporting of teaching, scholarship and service will align with departmental criteria established for reappointment, promotion, and tenure*

1. For teaching, scholarship, and service, separately, indicate your assessment of the faculty member's performance by explaining whether the faculty member does not meet, meets, or exceeds goals set for the academic year under review. Discuss relevant circumstances that may explain any deviation from expected level of performance. Justify your rating using the evidence provided by the faculty member or other evidence that may be relevant.

2. Considering the faculty member's performance in each area and other factors discussed, indicate your overall assessment (does not meet, meets, or exceeds) with a single overall evaluation and a written justification.

3. For all faculty members eligible for promotion or tenure, comment about progress toward achieving the levels of performance that justify a recommendation for promotion to a more senior rank or award of tenure. Comments must address each area of professional responsibility.

4. Respond to the faculty member's major goals and aspirational goals for the next academic year.

**SIGNATURES**

1. Signature of Supervisor

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Date

2. Signature of Faculty Member

I have received these comments and ratings from my immediate supervisor. I understand that I have the right to respond to these comments and ratings in writing within five (5) working days after receipt of this document.

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Date

1. Optional Comments by Faculty Member

I would like to add these comments:

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Signature of Faculty Member Date

4. Signature of Dean

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Date