Annual Faculty Evaluation Summary Form
College of Arts and Sciences
Non-Tenure Track Faculty

Faculty Name	**Evaluation Period**	**Date of Review Meeting**

I. Teaching Effectiveness (Weight Factor 70-80)

Mandatory requirements for Teaching (if not met, faculty member will automatically be rated as "does not meet"):

Requirements	**Met**
Syllabi are consistently available to students and Department Chair (or designee) at the beginning of the course	
Achieved at least 60% of the current rating scale average score on SEIs across the academic year (e.g., 3.0 out of 5).	
Consistently communicates with students appropriately and in a timely manner (e.g. two business days).	
Midterm and final grades are consistently submitted by the deadlines established by the registrar's office.	
Consistently conducts assigned classes as scheduled	
For online courses, consistently meeting the following minimum standards in the online learning platform used by the university: a. Syllabus b. Course schedule c. Course materials d. Course Introduction Module ("Start here" module for example) e. Gradebook aligned with syllabus grading scale f. Final grade released in gradebook	

Rating:

Likert Scale	Points required*	Points Earned
1-Does not Meet Expectations	Failure to meet mandatory requirements- 0 points	
2-Needs Improvement	Meets mandatory requirements + 1-2 additional points (2-3)	
3-Meets Expectations	Meets mandatory requirements + 3-4 additional points (4-5)	
4-Exceeds Expectations	Meets mandatory requirements + 5-6 additional points (6-7)	
5-Exhibits Exemplary Expectations	Meets mandatory requirements + 7 or more additional points (8+)	

*Points are defined in Departmental Evidentiary Sources Guidelines

Area of Evaluation	Numeric Likert Rating	Weight Factor**	Weighted Likert Score
Teaching Effectiveness (70-80)			

List of evidentiary sources and associated points demonstrated by faculty member.

Comments and Recommendations (including comments and recommendations on faculty member's goals and plans for next year):

II. Service to the Institution and Larger Community (Weight Factor 10-30)

Mandatory Requirements for Service (if not met, faculty member will automatically be rated as "does not meet"):

Required	Met?
Consistently attends department, College, and other required meetings	
Consistently conducts office hours as required by College/Dean's office	
Serves on at least one committee at any level	
Completes at least one of the following:	
• Serve as a mentor to full-time and/or part-time faculty • Provide support to student organizations and/or campus activities. • Contribute to the improvement of campus life • Contribute to the improvement of community life related to one's discipline • Participate in community activities and organizations which enhance Clayton State's image in the community	

Rating:

Likert Scale	Points required*	Points Earned
1-Does not Meet Expectations	Failure to meet mandatory requirements- 0 points	
2-Needs Improvement	Meets mandatory requirements + 1-2 additional points (2-3)	
3-Meets Expectations	Meets mandatory requirements + 3-4 additional points (4-5)	
4-Exceeds Expectations	Meets mandatory requirements + 5-6 additional points (6-7)	
5-Exhibits Exemplary Expectations	Meets mandatory requirements + 7 or more additional points (8+)	

*Points are defined in Departmental Evidentiary Sources Guidelines

Area of Evaluation	Numeric Likert Rating	Weight Factor**	Weighted Likert Score

Service to Institution/Community (10-30)			

List of evidentiary sources and associated points demonstrated by faculty member.

Comments and Recommendations (including comments and recommendations on faculty member's goals and plans for next year):

III. Scholarly/Creative Activities and Professional Development (Weight Factor 0 to 10)

Mandatory Requirements for Service (if not met, faculty member will automatically be rated as "does not meet"):

1) Completes annual training as required by Human Resources.
2) Completes professional development as determined to be appropriate by the academic department.
3) Provides evidence of Scholarly Activity that progresses faculty member toward one of the scholarly production/publication requirements for a longer-range review (refer to College document) as appropriate to department and discipline.

Rating:

Likert Scale	Points required*	Points Earned
1-Does not Meet Expectations	Failure to meet mandatory requirements- 0 points	
2-Needs Improvement	Meets mandatory requirements + 1-2 additional points (2-3)	
3-Meets Expectations	Meets mandatory requirements + 3-4 additional points (4-5)	
4-Exceeds Expectations	Meets mandatory requirements + 5-6 additional points (6-7)	
5-Exhibits Exemplary Expectations	Meets mandatory requirements + 7 or more additional points (8+)	

*Points are defined in Departmental Evidentiary Sources Guidelines

Area of Evaluation	Numeric Likert Rating	Weight Factor**	Weighted Likert Score
Scholarship and Prof. Develop. (0-10)			

List of evidentiary sources and associated points demonstrated by faculty member.

Comments and Recommendations (including comments and recommendations on faculty member's goals and plans for next year):

Student Success Overlay***

Likert Scale	Activities required	Points Earned
1-Does not Meet Expectations	0 student success activities	
2-Needs Improvement	1-3 student success activities	
3-Meets Expectations	4 Student Success Activities	
4-Exceeds Expectations	5-6 student success activities	
5-Exhibits Exemplary Expectations	7 or more student success activities	

SUMMARY OF EVALUATION

Area of Evaluation	Numeric Likert Rating	Weight Factor**	Weighted Score (Likert)
Teaching Effectiveness (70-80)			
Service to the Institution and Larger Community (10-30)			
Scholarly/Creative Activities and Professional Development (0-10)			
Student Success		**n/a**	
		Overall Evaluation Score	/ 5

**Every academic unit must specify the allowable weight factor ranges for the annual evaluation categories. Academic unit weight factor ranges must be circulated among the academic unit faculty and posted publicly (Faculty Handbook, Section 202.02.1). These are the CAS weight factor ranges.

***To satisfy the overlay requirement for student success activities, each faculty member must provide evidence of outstanding involvement in student success activities appropriate to their rank and position within their academic unit. The expected depth and breadth of outstanding involvement will be defined within the promotion and tenure guidelines and evidentiary sources guidelines adopted by each academic unit and approved by its dean. While an annual evaluation area score is not calculated for this student success overlay, the faculty member must annually demonstrate outstanding involvement in student success activities as defined by their unit for faculty of their rank and position.

IV. Degree/Credential

Has completed appropriate degree/credential.
Yes ☐ No ☐ Degree/credential completed _____

If No, is making satisfactory progress toward degree/credential Yes ☐ No ☐

Comments and Recommendations:

_____ _____
Academic Unit Head Signature Date

Dean Signature | Date

Faculty Member Comments:

Faculty Signature | Date