

**APPENDIX J1  
ANNUAL FACULTY EVALUATION FORM**

Faculty Member \_\_\_\_\_

Department \_\_\_\_\_

Time Period Covered by the Evaluation \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

Evaluation Prepared By \_\_\_\_\_

The written evaluation shall be attached to this form. The evaluation comments shall be organized according to the outline presented below.

- I. Teaching/Job Effectiveness (Classroom Visitation and Evaluation Form attached if applicable)
- II. Professional Development/Scholarly Activity
- III. Service
  - a. To the Department
  - b. To the College
  - c. To the Discipline
  - d. To the Community
- IV. Other Regular Assigned Duties
- V. Progress on Completing Faculty Development Plan
- VI. Overall Assessment of the Faculty Member's Performance

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President, Academic and Student Affairs

\_\_\_\_\_  
Date

(The faculty member's signature indicates receipt of the attached written evaluation, but not necessarily that he/she agrees with its contents.)