**Faculty Annual Performance Evaluation Calendar Year 2015**

(Provisions and content outlined in section 4.3.2 of the *Faculty Handbook*)

|  |  |
| --- | --- |
| Faculty Name |  |
| Current Rank |  |
| Department | Hayes School of Music |
| Academic Year | January 2015-December 2015 |

Since some departments may not have used a rating system, it seems worthwhile to offer this explanation: the normal rating is “meets expectations.” This rating describes a faculty member who performs a dimension of his or her job with skill, producing the results expected of a highly educated professional. The rating of “meets expectations” also describes a faculty member whose performance on a dimension is essentially comparable to the performance of a broad range of faculty members within the unit. “Exceeds expectations” should be reserved for faculty who had truly outstanding contributions in the evaluation year.

**Consideration of accomplishments during the 2015 calendar year**

**I. Instruction**

A. Self-Evaluation

(Course and evaluation data below will be entered by the HSoM dean.)

|  |  |  |
| --- | --- | --- |
| Calendar Year 2015 Courses  | Number of**Lessons/Sections** | Total Contact Hour per Week |
| **Spring 2015** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Fall 2015** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Student evaluation scores (range of means)

Spring 2015: MUS MUS (ens) AMU

 Fall 2015: MUS MUS (ens) AMU

B. Dean’s Assessment

|  |
| --- |
| **Dimension: Instruction** |
|  | Exceeds Expectations |
|  | Meets Expectations |
|  | Fails to Meet Expectations |

**II. Research and Creative Activities**

1. Self-Evaluation

B. Dean’s Assessment

|  |
| --- |
| **Dimension: Research and Creative Activities** |
|  | Exceeds Expectations |
|  | Meets Expectations |
|  | Fails to Meet Expectations |

**III. Service**

A. Self-Evaluation

**Hayes School of Music service**

**Appalachian State University service**

**Community service**

**Service to the profession**

B. Dean’s Assessment

|  |
| --- |
| **Dimension: Service** |
|  | Exceeds Expectations |
|  | Meets Expectations |
|  | Fails to Meet Expectations |

**IV. Progress Toward Promotion and/or Tenure**

A. Self-Evaluation

B. Dean’s Assessment

**V. Progress Toward Post Tenure Review**

A. Self-Evaluation

B. Dean’s Assessment

**VI. Goal-Setting for the Next Academic Year**

Some colleges and departments may be using a Distribution of Effort model in relation to setting goals. If so, the faculty member and chair should include percentage of effort among teaching, research/creative activity, and service.

A. Faculty Member’s Goals (Instruction, research/creative activity, and service)

B. Dean’s Comments

**Optional Comments:** The faculty member may attach an additional page of comments in response to the assessments of the dean.

**Faculty Member:** I have reviewed this document and discussed the contents with the dean. My signature means that I have been advised of my performance evaluation and does not necessarily imply that I agree with the evaluation. Failure to return a signed copy of this form to the dean within thirty days of its receipt constitutes acknowledgement of receipt and refusal to return the form.

Faculty Member’s Signature Date:

Dean’s Signature Date: