

**Prairie View A&M University
SCHOOL OF ARCHITECTURE**

FACULTY PERFORMANCE EVALUATION
Spring + Fall

(Name)

LEGEND RANKING

Option 1: 5=Exceptional
4=Outstanding
3=Satisfactory
2=Marginal
1=Unsatisfactory
Note: Meritorious is 4-5 Ranking

Option 2: Weighted
Point
Distribution

CODE:

GE = General University Expectations
DS = Discipline Specific (College/School)

I. TEACHING/ADVISEMENT			
Code	No.	Performance Expectations	Rating
GE	1	<p>Organize Instruction. Provide student up-to-date syllabi, including course objectives, grading policies, attendance policies, and references. Note: Provide syllabi using standardized format and posting in accordance with HB 2504, follow the course outline, follow mid-term and final examination schedule, enter grades prior to the deadline, and submit class grades to Departmental office. <i>Rating: 5 points for the fulfillment of above criteria. Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p>	1 2 3 4 5 Weight = 1 ----- Score = ? Justification (list below):
GE	2	<p>Manage Instruction. Attend all classes, conducting classes for the full period scheduled and limiting diversions and asides that distract from realization of course objectives. Note: Conduct all classes per schedule, conduct classes for the full period scheduled and limit diversions, maintain attendance records, maintain student records and relevant student submitted materials. <i>Rating: 5 points for the fulfillment of above criteria. Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p>	1 2 3 4 5 Weight = 2 ----- Score = ? Justification (list below):
GE	3	<p>Communicate. Present lectures and written assignments in a way that is clear and understandable to students. Note: Speaks clearly and audibly, engages the entire class in the learning process, encourages student questions and responses, presents lectures and written assignments in a way that is clear and understandable to students. <i>Rating: 5 points for the fulfillment of above criteria. Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p>	1 2 3 4 5 Weight = 2 ----- Score = ? Justification (list below):

I. TEACHING/ADVISEMENT			
Code	No.	Performance Expectations	Rating
GE	4	<p>Be Responsive. Provide systematic feedback on students' progress, returning graded work, including examinations and reports, with reasonable frequency and appropriate review.</p> <p>Note: Provide systematic and timely feedback on student's progress, return graded work including examinations and written assignments. Post and maintain office hours.</p> <p><i>Rating: 5 points for the fulfillment of above criteria. Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p>	<p>1 2 3 4 5 Weight = 1</p> <hr/> <p>Score = ? Justification (list below):</p>
GE	5	<p>Respect Learners. Adhere to TAMU and University Policies prohibiting unprofessional conduct in faculty/student relationships.</p> <p>Note: Adhere to TAMUS and PVAMU policies prohibiting unprofessional conduct in faculty/student relationships.</p> <p><i>Rating: 5 points for the fulfillment of above criteria.</i></p>	<p>1 2 3 4 5 Weight = 0.5</p> <hr/> <p>Score = ? Justification (list below):</p>
GE	6	<p>Advise Students. Create and retain advisee records; provide accurate information, TASP policies, course prerequisites, and career development opportunities.</p> <p>Note: Create and retain student degree plans, provide accurate advisement to assigned advisees, assist with registration, maintain adviser records, sponsor student organizations (if applicable), mentor on career development opportunities.</p> <p><i>Example Rating:</i></p> <p>5: Level 3 and 4 PLUS assist with registration. 4: Level 3 PLUS served as sponsor of student organizations. 3: Mentor and advised students on their degree plan and career options. 2: Failure to meet minimum at Level 3. May have done some work in this area. 1: Failure in this area with NO work done.</p>	<p>1 2 3 4 5 Weight = 1</p> <hr/> <p>Score = ? Justification (list below):</p>
GE	7	<p>Evaluate Instruction. Afford students an opportunity to evaluate course and instructor, utilize peer evaluations of teaching.</p> <p>Note: Attach 'Student Opinion Survey' (SOS) and 'Peer Evaluation' (PE) Average Scores.</p> <p><i>Fall Semester: Lower Division SOS Course Rating: Upper Division/Graduate SOS Course Rating: Peer Evaluation and score (Minimum of one per each course):</i></p> <p><i>Spring Semester: Lower Division SOS Course Rating: Upper Division/Graduate SOS Course Rating: Peer Evaluation and score (Minimum of one per each course):</i></p>	<p>1 2 3 4 5 Weight = 2 (SOS) Weight = 0.5 (PE)</p> <hr/> <p>Score = ? Justification (list below):</p>
DS	8	<p>Assessment: Participate in the assessment of courses taught and the assessment of relevant degree programs.</p> <p>Note: Submittal of all assessment materials (such as course notebooks, etc.) required by the university and/or the School of Architecture.</p> <p><i>Rating: 5 points for the fulfillment of above criteria. Prorate accordingly for other ratings depending on the</i></p>	<p>1 2 3 4 5 Weight = 1</p> <hr/> <p>Score = ?</p>

I. TEACHING/ADVISEMENT			
Code	No.	Performance Expectations	Rating
		<i>level of participation.</i>	Justification (list below):
DS	9	<p>Innovative/Additional Instructional Activities: Develop a new course, major revision of a distance learning version of a course, infusion of technology into instruction (e.g., computer-assisted learning, supplemental web materials), infusion of communication skills (student presentations, group discussions), teaching overloads.</p> <p>Note: Innovation in development of an online course, including learning objectives, assignments, etc. Teaching an overload (extra courses) in excess of the regular class load.</p> <p><i>Rating: 5 points for the fulfillment of above criteria. Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p>	<p>1 2 3 4 5 Weight = 1.5 (Bonus)</p> <p>-----</p> <p>Score = ? Justification (list below):</p>
I. Total Score = ?			

II. CONSUMPTION AND PRODUCTION OF RESEARCH AND SCHOLARLY/CREATIVE WORK				
Code	No.	Performance Expectations	Rating	
GE	1	<p>Utilize Current Scholarship. Be informed of current scholarly work, incorporating it into teaching and, as appropriate, service activities.</p> <p>Note: Be informed of current scholarly work, demonstrate incorporation/use into teaching and, promote student participation in research; supervise graduate students towards thesis (if applicable).</p> <p><i>Example Rating: 5 for supervising two graduate students, or mentoring two undergraduate students in research, or extensive use of research in teaching. 4 for supervising one graduate student, or mentoring one undergraduate student in research or substantial use of research in teaching. Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p>	1 2 3 4 5 Weight = 0.5	----- Score = ? Justification (list below):
GE	2	<p>Develop Professionally. Participate in professional organizations, seminars, workshops, and/or formal certificate and degree granting endeavors.</p> <p>Note: Actively participate in professional organizations, seminars, workshops; Complete required continuing education requirements for maintaining a professional license; Formal certification efforts; Terminal degree earning endeavors; Editing of scholarly publications, review books and articles; Responsible for organizing conference sessions/panels/round tables; Serve as an expert witness; Adjudicate competitions; Consult professionally; Design architectural projects/buildings and/or manage/supervise construction process; Serve as a member of board; Complete requirements to obtain licensure (architecture, landscape architecture, interior architecture, etc.).</p> <p><i>Example Rating: 5 for attending 3 professional conferences/seminars/workshops, or adjudicate 2 competitions or obtaining/passing/maintaining profession-related certifications/licensure/exams, etc. 4 for attending 2 professional conferences/seminars/ workshops, or adjudicate 1 competition. Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p>	1 2 3 4 5 Weight = 2	----- Score = ? Justification (list below):
GE	3	<p>Manage Grants, Constructs and Agreements. Adhere strictly to terms originally established with grantors, including timely filing of required reports.</p> <p>Note: Adhere strictly to terms established with grantors and PVAMU including the timely submission of required reports, etc.</p> <p><i>Rating: 5 for timely submission of reports. Other rating levels according to Department Head's discretion.</i></p>	1 2 3 4 5 Weight = 0.5	----- Score = ? Justification (list below):
DS	4	<p>Publications/Exhibitions. Primary author of chapters in edited books, research papers published in journals or conference proceedings; Exhibition of authored work.</p> <p><i>Example Rating: 5 for a book chapter, or one refereed paper, or two papers in conference proceedings, or a patent. 4 for one paper in conference proceedings.</i></p> <p><i>Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p> <p><i>Note: Consideration will be given to the prestige of the conference and the journal.</i></p>	1 2 3 4 5 Weight = 1	----- Score = ? Justification (list below):
DS	5	<p>Presentation/Performance/Invited Lectures/Critics/Seminars. Technical paper presentations or poster</p>	1 2 3 4 5	

II. CONSUMPTION AND PRODUCTION OF RESEARCH AND SCHOLARLY/CREATIVE WORK			
Code	No.	Performance Expectations	Rating
		<p>presentations at conferences, professional performance, invited reviewer/critic/guest lecturer at other academic institutions.</p> <p><i>Example Rating: 5 for two local or regional presentations, or one national level performance. 4 for one presentation, or one local performance.</i></p> <p><i>Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p> <p><i>Note: Consideration will be given to the prestige of the conference.</i></p>	<p>Weight = 1</p> <p>-----</p> <p>Score = ?</p> <p>Justification (list below):</p>
DS	6	<p>External/Internal Funding. Success in attracting research grants, equipment grants, contracts, etc.</p> <p><i>Example Rating: 5 for receiving one external grant supporting more than one faculty member/several students from an external agency. 4 for receiving an individual external grant from an external agency. 3 for receiving an internal grant.</i></p> <p><i>Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p>	<p>1 2 3 4 5</p> <p>Weight = 0.5</p> <p>-----</p> <p>Score = ?</p> <p>Justification (list below):</p>
DS	7	<p>Grant Proposals. Participation in the submission of research grant proposals, equipment grant proposals, curriculum grant proposals, etc.</p> <p><i>Example Rating: 5 for writing two grant proposals. 4 for writing one grant proposal or contributing to two grant proposals.</i></p> <p><i>Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p>	<p>1 2 3 4 5</p> <p>Weight = 1</p> <p>-----</p> <p>Score = ?</p> <p>Justification (list below):</p>
DS	8	<p>Book Publication: Publication of a book.</p> <p>Note: Book manuscript to undergo the academically accepted peer review process and to be subsequently published by a reputed publishing company. Self-published books via online publishers do not undergo the academically accepted peer review process.</p>	<p>1 2 3 4 5</p> <p>Weight = 2 (Bonus)</p> <p>-----</p> <p>Score = ?</p> <p>Justification (list below):</p>
<p>II. Total Score = ?</p>			

III. SERVICE				
Code	No.	Performance Expectations	Rating	
GE	1	<p>Support Course Completion. Encourage students enrolled on 12th Class Day to persist to course completion. Note: Monitor student performance (grades and attendance) and alert School of Architecture Academic Specialist and/or Director of Student Services of those students needing additional guidance. <i>Rating: 5 for achieving greater than 90% retention rates for students beyond the 12th class day. 4 for achieving greater than 80% retention rates for students beyond the 12th class day.</i></p>	1 2 3 4 5 Weight = 1	----- Score = ? Justification (list below):
GE	2	<p>Promote Enrollment Management. Actively support university/college departmental committees or projects designed to recruit, admit, enroll and support students through graduation. Note: Actively support and participate in university/college/departmental projects and/or promotional events designed to recruit, admit, and enroll students. Actively support students upon enrollment through graduation. <i>Example Rating: 5 for responsible for a major area for advising (e.g. University College Advisement Representative for A&S), degree program coordinator, or showed leadership in recruitment (e.g. Coordinated recruitment outreach visit). Three visits and/or speeches at schools, civic organizations, college fairs, etc. 4 for active participation in student recruitment activities.</i></p>	1 2 3 4 5 Weight = 0.5	----- Score = ? Justification (list below):
GE	3	<p>Support Student Development. Sponsor a student organization; attend major convocations including commencement, honors convocation, and general student assemblies; teach a section of new freshman enrichment course. Note: Serve as a sponsor of a student organization; Sponsor/organize/participate in student career fairs. Serve as student mentor; Advisement to student publication, pageant, field trips; Responsible for student work being published/exhibited at national/international venues; Assist and acquire internship opportunities for students. <i>Rating: 5 points for the fulfillment of above criteria. Prorate accordingly for other ratings considering inherent weight of the criterion.</i></p>	1 2 3 4 5 Weight = 0.5	----- Score = ? Justification (list below):
GE	4	<p>Serve on Committees. Accept and serve on university/college/departmental committees especially those related to student development, personnel, curriculum, and accreditation. Note: Serve on committees, such as committees related to student development, personnel, curriculum, and accreditation. Attend all major convocations including commencements, honors convocation, general student assemblies, School of Architecture Awards Ceremonies, etc. Attend all faculty conferences. Attend and actively participate in all division/departmental meetings including School of Architecture Assessment Reviews. <i>Example Rating: 5 for serving on three or more committees (TAMU System, Departmental, College, University, or Professional Society) in an effective capacity, and showed leadership in at least one such entity. Attendance at all commencements, faculty conferences, and department meetings. Prorate accordingly for other ratings.</i></p>	1 2 3 4 5 Weight = 1	----- Score = ? Justification (list below):

GE	5	<p>Sustain Community Membership. Be supportive, collegial in a manner that supports a healthful, positive, work environment.</p> <p>Note: Engage in professional activities that promote human welfare or advance society. Engage in activities that serve local, regional, state-wide or national communities.</p> <p><i>Example Rating: 5 for developing and/or leading outreach initiative, or advancements in the state of the art. 4 for participating in outreach activities or delivering public information presentations.</i></p>	<p>1 2 3 4 5 Weight = 1</p> <p>-----</p> <p>Score = ? Justification (list below):</p>
GE	6	<p>Creative A Positive Environment. Support faculty and staff, treating all in a fair, equitable manner.</p>	<p>1 2 3 4 5 Weight = 1</p> <p>-----</p> <p>Score = ? Justification (list below):</p>
GE	7	<p>Adhere to Accreditation Standards. Be knowledgeable of accreditation standards of specialized agencies and/or SACS, exercising due diligence in maintaining or meeting criteria relative to organization, curriculum, personnel, students, equipment, library, facilities, outcome measures, etc.</p>	<p>1 2 3 4 5 Weight = 1</p> <p>-----</p> <p>Score = ? Justification (list below):</p>
GE	8	<p>Promote the University. Support marketing initiatives of the Office of Institutional Development and External Affairs; initiate image building projects.</p>	<p>1 2 3 4 5 Weight = 1</p> <p>-----</p> <p>Score = ? Justification (list below):</p>
<p>III. Total Score = ?</p>			

PERFORMANCE EVALUATION SUMMARY
SPRING 2016 & FALL 2016

For

Name

Date

Faculty Performance Expectations
FY 2016

CATEGORY	RECOMMENDED IMPROVEMENT/MERIT	JUSTIFICATION FOR EXCEPTIONAL PERFORMANCE RATINGS
I. Teaching/Advisement	Recommended Plan of Action for Improvement: <i>(list below)</i>	
II. Consumption & Production of Research & Scholarly/ Creative Work	Recommended Plan of Action for Improvement: <i>(list below)</i>	
III. Service	Recommended Plan of Action for Improvement: <i>(list below)</i>	

OVERALL PERFORMANCE EVALUATION

Name: _____

Formula:

	Maximum Score	Score Met	Maximum Percentage	Percentage Met
I. Teaching	62.5 (With Max. Bonus Pts.)		45.0%	
II. Research/Scholarship	42.5 (With Max. Bonus Pts.)		26.5%	
III. Service/Leadership	35.0		28.5%	

Total Score Met =

Total Percentage Met =

Performance Rank =

(Rank: Exceptional; Outstanding, Satisfactory; Marginal; Unsatisfactory)

COMMENTS OF FACULTY:

Name + Signature of Faculty

Date

COMMENTS OF EVALUATOR:

Name + Signature of Director

Date

COMMENTS OF DEAN:

Name + Signature of Dean

Date