Completing Your Faculty Evaluation

Georgia College

School of Nursing

Purpose of the Presentation

- Faculty should be on the same page about completing the evaluation process.

  - Administration needs accurate data for running reports.

  - Administration needs accurate data for promotion and tenure processes.

  - Administration needs accurate data for annual merit raises.

Step One:

- Update your information in Digital Measures.
  - This is where administration will gather data for purposes previously mentioned.
  - You can update your vita as well, but administration will not use the vita as verification of activities you list on your evaluation.
  - If information is not present in Digital Measures, administration cannot give you credit.

Step Two:

- Complete the Tenure Track/Non-Tenure Track Faculty Evaluation Checklist (first page of the evaluation form).

  - This is a tool for you to indicate what activities you have accomplished during the year.

  - This tool then helps you see in what area of the promotion and tenure document the activity falls.

  - Finally, the tool helps you determine how you will rate yourself for each section.

  - See the next pages for examples.

Required for all Faculty

- Note that the following activities are required for all faculty, regardless of rank.

- These activities will earn a "Fully Acceptable" rating if you do no additional activities.

- Missing activities listed as minimum requirements will earn a rating of "Unsatisfactory" or "Needs Improvement".

Category: Minimum Teaching, Scholarship, and Service Activities	
Teaching **All are required**	☐ Prepare for classes ☐ Attend classes ☐ Grade student assignments ☐ Complete course report using template ☐ Self-reflection and course changes are documented based on student evaluations
Scholarship **All are required**	☐ Incorporate evidence-based teaching methods into classes ☐ Minimum of one Scholarship of Teaching and Learning activity per year ☐ Terminal Degree earned if applicable ☐ All current information is entered into Digital Measures ☐ Curriculum Vitae is printed from Digital Measures and attached to evaluation
Service **All are required**	☐ Attend NFO Meetings ☐ Attend NFO Sub-Committee Meetings ☐ Attend CoHS Meetings ☐ Attend at least one graduation ceremony per year ☐ Attend School of Nursing Celebration Ceremony

Teaching

- Note that there are four areas under the "Teaching" category.

- Check all activities you have completed this year for each of the categories.

- Rate yourself as "Commendable" or "Excellent" if you have met the minimum requirement for each area as indicated here.

Category: Teaching (See Benchmarks for Commendable or Excellent)	
1.1 Demonstrate professionalism and collegiality such that he/she has a reputation as a "good citizen" of the unit, college, and university **Commendable (1)** **Excellent (>1)**	☐ Private communication (emails, letters, cards from peers, colleagues, students) ☐ Public communication and recognition, such as news article or informal presentation ☐ Formal mentorship and orientation of new faculty.
1.2 Develop course materials and pre-course planning documents that demonstrate effective planning and develops measures to assess instructional design and implementation **Commendable (1)** **Excellent (>1) or any starred* item**	☐ Active participation in major course revision or new course planning (beyond routine planning) ☐ Active participation in planning, implementing and evaluating learning that ties didactic course with clinical experiences. ☐ Development of new contracts or community clinical partnerships ☐ Proposal development for a new course ☐ Utilization of formal peer evaluation to improve course(s) ☐ Award for teaching excellence received*
1.3 Demonstrates responsiveness to learner needs through reflective innovation in course delivery methods **Commendable (2)** **Excellent (>2)**	Uses reflection from evaluation findings to implement and/or revise high impact educational practices and/or creative teaching strategies such as: High Impact ☐ Service Learning (registered with the University) ☐ Study Abroad ☐ Student-faculty research ☐ Collaborative assignments and projects ☐ Diversity/global learning ☐ Simulation development utilizing NLN Standards with student evaluation of the simulation experience Creative Teaching Strategies ☐ Writing across the curriculum ☐ Speaking to Learn ☐ Reader's Theater ☐ Flipped Classroom ☐ Problem-based learning (new problem development) ☐ Case study development Uses best practices in designing course within LMS ☐ Course is Quality Matter Certified ☐ Learning management system reflects best practices (peer review required) ☐ Other – you will need to define and evaluate

Scholarship and Professional Development

- Note that there are three areas under the "Scholarship and Professional Development" category.

- Check all activities you have completed this year for each of the categories.

- Rate yourself as "Commendable" or "Excellent" if you have met the minimum requirement for each area as indicated here.

Category: Scholarship and Professional Development (See Benchmarks for Commendable or Excellent)	
2.1 Development and dissemination of knowledge through any of Boyer's four forms of scholarship. Knowledge may take the form of empirical, historical, basic, applied, conceptual, theoretical, or philosophical scholarship **Commendable (1)** **Excellent (>1) or any starred* item**	☐ Peer reviewed or edited book, book chapter, journal article or monograph published or accepted for publication ☐ Grant award for research ☐ Reviewed or invited presentation at professional conference or public lecture on scholarly topic ☐ Award for scholarship excellence received*
2.2 Review or editing of scholarly work and professional consulting **Commendable (1)** **Excellent (>1)**	☐ Evidence of editing or review of books, creative activities, professional journal, conference presentations ☐ Mentorship of undergraduate student research ☐ Mentorship of graduate student research ☐ Summary or communication documenting consultation contribution
2.3 Acquisition and maintenance of professional credentials **Commendable (1)** **Excellent (2) or any starred* item**	☐ Professional certification earned* ☐ Professional certification maintained ☐ Maintains clinical competency in area of clinical expertise ☐ Attendance at conference/training or completion of online training to expand clinical expertise ☐ Attendance at conference/training or completion of online training to expand teaching expertise

Service

- Note that there are three areas under the "Service" category.

- Check all activities you have completed this year for each of the categories.

- Rate yourself as "Commendable" or "Excellent" if you have met the minimum requirement for each area as indicated here.

Category: Service (See Benchmarks for Commendable or Excellent)	
3.1 Service to the Institution or University System of Georgia **Commendable (1)** **Excellent (>1) or any starred* item**	☐ Chair, Secretary or special assignment in School of Nursing committee ☐ Chair, Secretary or special assignment in College of Health Sciences committee ☐ Active participation in University-Wide committee such as Senate, Faculty Recognition, etc. ☐ Active participation in University Senate sub-committee ☐ Active participation in campus programs of short duration, such as circle leader, research conference, training, others ☐ Active participation in councils or task forces ☐ Major coordinator role (no course reduction or extra compensation) such as School of Nursing Accreditation, CoHS International Coordinator, GCANS. ☐ Award for service excellence received*
3.2 Service to the Profession **Commendable (1)** **Excellent (>1)**	Involvement[1] in professional organizations such as: ☐ Committee membership ☐ Leadership role ☐ Board of Directors ☐ Task force ☐ Conference planning ☐ Accreditation site-visitor ☐ Other _____
3.3 Service to the community as a professional or a citizen[2] **Commendable (1)** **Excellent (>1)**	☐ Participation in a community non-profit organization or governmental agency in a capacity that requires professional nursing expertise. Participation may include committee membership, leadership role, member of Board of Directors, or task force member ☐ Leadership in a professional organization performing a service to the community ☐ Delivery of direct nursing care or educational services requiring nursing expertise to a community organization ☐ Involvement in any community service as a citizen (something that does not require nursing expertise)

Step Three:

- Complete the Faculty Evaluation Reflection (second page of the evaluation form).
  - This is where you will reflect on what activities you have accomplished during the year.
  - This puts into words what you've just checked on the previous tool.
  - This is an official part of the evaluation, whereas the previous checklist was just to help you identify your activities.
  - See the next pages for examples.

Question 1

- Review last year's goals you set with the Director and indicate whether you met them.

- Please keep it brief (Maximum of 250 words).

- Do not discuss activities that are required for all faculty (earn a "Fully Acceptable" rating. Discuss activities over and above the required.

- One option is to number each goal separately with a discussion of each outcome.

Georgia College School of Nursing

Faculty Evaluation Reflection

Directions: This reflection is designed to assist in preparation of your self-ratings on the annual performance evaluation. Please provide thoughtful, brief summaries for each question. Reflection should be limited to activities accomplished within the past evaluation period only, and should _not include_ _minimum_ teaching, scholarship, and service activities.

1. Did you meet last year's goals? How? Limit 250 words

Question 2

- Use your evaluation checklist (page one) to identify the activities you checked as being completed this year.

- List those activities here for each area of teaching, scholarship/professional development, and service.

- Remember that the checklist is not an official part of the evaluation form, so we must indicate those activities on this page.

2. Specify areas where you think you have exceeded job requirements (explain with examples from the checklist). Limit 250 words

1.1 Demonstrate professionalism and collegiality such that he/she has a reputation as a "good citizen" of the unit, college, and university
DISCUSS YOUR EXAMPLES FROM CHECKLIST HERE
1.2 Develop course materials and pre-course planning documents that demonstrate effective planning and develops measures to assess instructional design and implementation
DISCUSS YOUR EXAMPLES FROM CHECKLIST HERE
1.3 Demonstrates responsiveness to learner needs through reflective innovation in course delivery methods
DISCUSS YOUR EXAMPLES FROM CHECKLIST HERE
1.4 Engage in curriculum or program planning design, revision, and/or program evaluation to reflect current trends in evidence-based educational practice or accreditation requirements
DISCUSS YOUR EXAMPLES FROM CHECKLIST HERE
2.1 Development and dissemination of knowledge through any of Boyer's four forms of scholarship. Knowledge may take the form of empirical, historical, basic, applied, conceptual, theoretical, or philosophical scholarship
DISCUSS YOUR EXAMPLES FROM CHECKLIST HERE
2.2 Review or editing of scholarly work and professional consulting
DISCUSS YOUR EXAMPLES FROM CHECKLIST HERE
2.3 Acquisition and maintenance of professional credentials
DISCUSS YOUR EXAMPLES FROM CHECKLIST HERE
3.1 Service to the Institution or University System of Georgia
DISCUSS YOUR EXAMPLES FROM CHECKLIST HERE
3.2 Service to the Profession
DISCUSS YOUR EXAMPLES FROM CHECKLIST HERE
3.3 Service to the community as a professional or a citizen
DISCUSS YOUR EXAMPLES FROM CHECKLIST HERE

- Reflect on your biggest accomplishment(s) for this year.

- Briefly discuss this (250 word max).

- Remember that this is your opportunity to toot your own horn about the things you are especially proud of. This reflection can also help you put together your P&T portfolio over the years.

Question 3

3. What do you consider to be your major work accomplishments (i.e. your shining star moment) since your last review?
Limit 250 words.

Question 4

- Obtain your SRIS ratings (Excellent Teacher and Excellent Course) in PAWS for all courses you've taught since your last evaluation.

- Complete the table here with those ratings and insert your averages.

- Based on your SRIS scores, reflect in the text box on areas that you can improve your teaching practices.

  - Do you see a pattern?

  - Can you explain any outliers?

  - What do you need to do better or continue to do well?

4. Based on analysis of all your SRIS course evaluations (complete table below), please discuss your plans for improving your current teaching practices. Limit 250 words.

Semester/Course	SRIS Excellent Teacher Rating	SRIS Excellent Course Rating
Average Rating	INSERT AVERAGE	INSERT AVERAGE

Question 5

- Indicate what you need from the SON to improve your teaching, scholarship, and/or service.

  - What projects are you working on for P&T?

  - What would you like to work on?

  - What high impact/creative teaching strategies interest you?

  - What else? Ask and you might receive!

5. What skills or new knowledge would you like to develop to improve your performance? Limit 250 words.

- Set your professional goals to accomplish this next review period (be brief).
  - Set goals that:
    - Are attainable
    - Interest you
    - The SON can help you achieve

Question 6

6. List two professional goals for next year and identify measurement that you would like to use to determine if you have met these goals. How can GC/SON help you achieve these goals? Limit 250 words.

Step Four:

- Finally, complete the overall evaluation of your performance for all areas (teaching, scholarship/professional development, service.

- Use your checklist (page one) to help you determine your rating of Unsatisfactory, Needs Improvement, Fully Acceptable, Commendable, or Excellent.

School of Nursing   Overall Faculty Performance Evaluation

Name _____   Calendar Year _____

Faculty Rank _____

CoHS T&P Critical Element Equivalent Teaching	Self-Evaluation U/NI/FA/C/E*	Director's Evaluation U/NI/FA/C/E*
1.1 Demonstrate professionalism and collegiality such that one has a reputation as a "good citizen" of the unit, college, and university.		
1.2 Course Development Develops course materials and pre-course planning documents that demonstrate effective planning. Develops measures to assess instructional design and implementation.		
1.3 Demonstrates responsiveness to learner needs through reflective innovation in course delivery.		
1.4 Engage in curriculum or program planning, design revision and/or program evaluation to reflect current trends in evidence-based educational practice or accreditation requirements		