Georgia College School of Nursing
Tenure-Track Faculty Evaluation Checklist

Directions: This checklist is designed to assist in preparation of your self-evaluation narrative for the annual performance evaluation. Please review this list carefully prior to writing your narrative to ensure that you include all important facts. This list is based on the College of Health Sciences *Philosophy, Policy & Procedures for Faculty Performance Appraisal* document. You do *not* need to include evidence regarding the minimal "fully acceptable" expectations for faculty, such as creation of syllabus, preparing lessons, or developing exam items. Evidence for meeting the criterion for "commendable" and "excellent" must be provided. The evaluation period that should be addressed for this evaluation is based on the previous calendar year (spring, summer, fall semesters) only.

Note: It is expected that all faculty, regardless of rank, will perform the minimum teaching, scholarship, and service activities as listed below to earn a "Fully Acceptable" rating on the annual performance evaluation. Missing activities listed as minimum requirements will earn a rating of "Unsatisfactory" or "Needs Improvement". Activities completed beyond these requirements as listed below are to be used in your self-evaluation to earn a rating of "Commendable" or "Excellent".

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

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	☐ 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.

Commendable (1) **Excellent (>1) or any starred* item**	☐ 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
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 **Commendable (2)** **Excellent (>2)**	☐ Curriculum content mapping to outcomes and professional standards ☐ Active participation in curriculum, evaluation, and assessment committee ☐ Documented course revision based on student feedback and outcomes ☐ Participation in elements of program evaluation or self-study such as writing a self-study, progress and planning reports, etc. ☐ Participation in multi-course teams to improve curriculum ☐ Other– you will need to define and evaluate

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	☐ Evidence of editing or review of books, creative activities, professional journal, conference presentations ☐ Mentorship of undergraduate student research

Commendable (1) **Excellent (>1)**	☐ 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

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)

[1] Involvement should be documented as activities beyond maintaining membership
[2] Citizen service is not considered as important as service as a professional

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

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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
2.3 Review or editing of scholarly work and professional consulting
DISCUSS YOUR EXAMPLES FROM CHECKLIST HERE
2.4 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

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

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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

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

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.

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		

CoHS T&P Critical Element Equivalent Scholarship	Self-Evaluation U/NI/FA/C/E[*]	Director's Evaluation U/NI/FA/C/E[*]
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.		
2.2 Review or editing of scholarly work and professional consulting.		
2.3 Acquisition and maintenance of professional credentials and training.		

CoHS T&P Critical Element Equivalent Service	Self-Evaluation U/NI/FA/C/E[*]	Director's Evaluation U/NI/FA/C/E[*]
3.0 Service to the School of Nursing		
3.1 Service to the Institution or the University System of Georgia		
3.2 Service to the Profession		
3.3 Service to the Community (as a professional)		

[*] **U = unsatisfactory; NI = needs improvement; FA = fully acceptable; C = commendable; E = excellent**

Director's Comments

Faculty performance has been reviewed, and faculty development has been discussed.

_____   _____

Faculty Member   Date

_____   _____

Director, School of Nursing   Date

_____   _____

Dean, CoHS   Date