to:

from:

subject: [ ] Annual Performance Evaluation

date:

This memo is to provide written feedback on your 20xx performance. My comments pertain to teaching, research, and service and are based on the information you provided in your Annual Faculty Report of Activities

**TEACHING [Spring xx% / Fall xx%]**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Semester** | **Description** | **Number Enrolled** | **Required / Elective** | **Credit Hours** | **Campus** | **Student Evaluations / Number Responding** | **Department Mean\*** | **TA** | **GPA** |
|  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |

“\*” Department Means are based on all unique subject code 2000 level department sections / all unique subject code 3000-4000 level department sections / all unique subject code 5000-6000 level department sections.

* Point A
* Point B
* Point C

**TEACHING RATING:**

**RESEARCH [Spring xx% / Fall xx%]**

* Point A
* Point B
* Point C

**RESEARCH RATING:**

**SERVICE [Spring xx% / Fall %]**

* Point A
* Point B
* Point C

**SERVICE RATING:**

|  |
| --- |
| **RATING SUMMARY** |
| WEIGHTED TEACHING RATING |  |
| WEIGHTED SERVICE RATING |  |
| WEIGHTED RESEARCH RATING |  |
| **OVERALL RATING** |  |

5 = Exceptional

4 = Outstanding

3 = Good

2 = Needs Improvement

1 = Unsatisfactory

Department Chair Date

Faculty (Indicating that the faculty member has seen the above evaluation.) Date

Dean Date

After the annual evaluation is signed by the faculty member, he or she may add a brief response to the content of the evaluation. This response is optional. It may be added as a brief memorandum and the Report should note “see appended memorandum.”

**Addendum – University Faculty Evaluation Standards**

|  |  |  |
| --- | --- | --- |
| **5** | ***Exceptional*** | To achieve the rating of “Exceptional,” the faculty member must demonstrate truly extraordinary performance in the category under consideration during the review period. This rating should be reserved for recognition of achievements that *far* exceed expectations based on the faculty member’s assigned duties and that are demonstrably superior to those that would merit a rating of “Outstanding.”  |
|  |  |  |
| **4** | ***Outstanding*** | To achieve the rating of “Outstanding,” the faculty member must demonstrate performance that exceeds expectations in the category under consideration during the review period. This rating should be reserved for recognition of substantive achievements that go above and beyond the faculty member’s assigned duties and that are demonstrably superior to those that would merit a rating of “Good.”  |
|  |  |  |
| **3** | ***Good*** | To achieve the rating of “Good,” the faculty member must demonstrate meritorious performance in the category under consideration during the review period by fully attaining the high standards of performance expected of the faculty at Florida Atlantic University. This rating serves as a recognition the faculty member’s accomplishments have been commendable and that challenging objectives have been met. |
|  |  |  |
| **2** | ***Needs Improvement*** | To achieve the rating of “Needs Improvement,” the faculty member must demonstrate performance that does not meet expectations in one or more aspects of the category under consideration during the review period. The designation of “Needs Improvement” serves as an indication to the faculty member that future progress in this category is expected and that a performance improvement plan will be developed to clarify standards and set a timetable for remediation.  |
|  |  |  |
| **1** | ***Unsatisfactory*** | To achieve the rating of “Unsatisfactory,” the faculty member must demonstrate performance that either egregiously fails to meet expectations in at least one aspect of the category under consideration or generally fails to meet expectations in several aspects of the category under consideration during the review period. The designation of “Unsatisfactory” serves as a warning to the faculty member that significant improvement is urgently required, that a performance plan will be developed to clarify standards and set a timetable for remediation, and that sanctions may be imposed if these standards and/or timetable are not met.  |