

Annual Faculty Evaluation Portfolio

by JSU Administration

Teaching Effectiveness

Course Preparation and Delivery Section A: Standards and Syllabi

In a brief narrative, please explain how you chose to integrate appropriate professional standards (National, State, and/or Institutional) in the course objectives, content, and assessment portions of the syllabus in all courses taught. Please attach at least one original syllabus for each course taught during the previous year support your narrative.

Teaching Effectiveness Sections B-E: Pedagogy, Instructional Techniques, Technology, and Assessment

In a narrative, please address the following areas associated with Teaching Effectiveness:

- **Infusing and assessing students' knowledge and skills related to the following: collaboration, communication, critical thinking or problem solving, and creativity or innovation**
- **Utilization of instructional strategies such as the incorporation of case studies, projects, simulations, etc.**
- **Utilization of instructional technologies such as spreadsheets, Power Point development, computer analyses, graphic design, Website design, video and audio production, software development, blogs, wikis, BB Collaborate tools, social media, etc.**
- **Improving teaching based on assessment data and documented observations. Assessment data may include the following: assessments of professional standards, formative and summative classroom assessments, etc. Documented Observations may include the following: student evaluation narratives, peer evaluations, department head evaluations, etc.**

Professional Development Activities

Please explain how the professional development activities included in your Digital Measures vita for the previous academic year aided in your professional growth.

Additional Information

Additional teaching effectiveness documentation considered that could not be aligned with assessment criteria above.

(*Please delete blue text before responding)

Advisement

Faculty Expectations

The faculty member is expected to

- 1. Consistently maintain required office hours**
- 2. Understand and articulate the requirements for program completion**
- 3. Respond to students' emails and/or phone messages in a timely manner**
- 4. Maintain complete records of students' academic progress (to include program check sheets and documentation of advisement sessions)**

Your department head should provide you with student evaluation data to use for a reflection here.

Additional Information

Additional advisement effectiveness documentation considered that could not be aligned with assessment criteria above.

(*Please delete blue text before responding)

Scholarly Activities

Scholarship

The faculty member is expected to

- 1. Publish a refereed, professional journal article or chapter in a book or a book published by a refereed press related to the teaching field or degree concentration**

OR

- 2. Present his/her scholarly work at one or more international, national, regional, or state refereed meeting**

OR

- 3. Receive a substantial monetary grant for teaching, research, or professional service pursuits leading to significant impact to the related professional field.**

NOTE: Other scholarly activities may apply if negotiated and approved by the department head at the time the faculty member's goals statement is submitted.

Please list and attach digital copies of any evidence for this review period.

Additional Information

Additional scholarly activity documentation considered that could not be aligned with assessment criteria above.

(*Please delete blue text before responding)

Service Activities

University Service Sections A-C

The faculty member is expected to

- 1. Serve as an active member or chairperson of assigned departmental, college, and university committees.**
- 2. Attend departmental, college, and university meetings.**
- 3. Participate in decision-making, curriculum development, and program evaluation.**
- 4. Participate in assigned departmental college, and university initiatives.**

Please draft a narrative explaining the extent to which you were involved in the above. Also, include any university service activities beyond those required of you.

Professional Service

The faculty member is expected to

- 1. Hold current membership in one or more professional organizations aligned with the teaching field.**

AND

- 2. Provide (develop, facilitate, sponsor, etc) professional development activities for the university community or professional organization.**

OR

- 3. Leadership in (or service on) a committee in a professional organization.**

OR

- 4. Review papers, books, etc. for a professional organization.**

OR

- 5. Serve as a professional accreditation examiner.**

You must provide proof of current professional organization membership (an attached membership document will suffice). You must also attach any appropriate supporting documentation referenced in your narrative here as necessary.

Community Service A and B

The faculty member is expected to

1. Serve as a member of a community based committee aligned with the teaching field.

OR

2. Develop, facilitate, sponsor, etc a community workshop seminar, or program aligned with the teaching field or degree concentration.

Please attach appropriate supporting documentation here in addition to your narrative.

Additional Information

Additional service activity documentation considered that could not be aligned with assessment criteria above.

(*Please delete blue text before responding)

Faculty Goals for the Upcoming Academic Year

Teaching Effectiveness and Advisement

In addition to the minimum requirements outlined for teaching and advisement, what goals do you propose for the upcoming academic year? When proposing goals, remember that achievement associated with each must be measurable and that goals must be above and beyond the minimum expectations associated with teaching and advisement. Please keep in mind that your proposed goals will be evaluated by your department head and discussed during your annual evaluation. Prior to the finalization of the evaluation process, you and your department head must reach an agreement concerning projected goals. (Please delete blue text prior to submitting your work.)

Scholarship

In addition to the minimum requirements outlined for scholarship, what goals do you propose for the upcoming academic year? When proposing goals, remember that achievement associated with each must

be measurable and that goals must be above and beyond the minimum expectations associated with scholarship. Please keep in mind that your proposed goals will be evaluated by your department head and discussed during your annual evaluation. Prior to the finalization of the evaluation process, you and your department head must reach an agreement concerning projected goals. (Please delete blue text prior to submitting your work.)

Service

In addition to the minimum requirements outlined for service, what goals do you propose for the upcoming academic year? When proposing goals, remember that achievement associated with each must be measurable and that goals must be above and beyond the minimum expectations associated with service. Please keep in mind that your proposed goals will be evaluated by your department head and discussed during your annual evaluation. Prior to the finalization of the evaluation process, you and your department head must reach an agreement concerning projected goals. (Please delete blue text prior to submitting your work.)