Faculty Evaluation
Rubrics and Departmental Policies Template

Department: **Geographic Information Systems** Area of Study: **DMCAT**

Submission Deadlines for Faculty Evaluation Materials:

- Course materials and other required portfolio materials (departments can set a deadline for this; it must be after the spring semester but before the beginning of the following fall semester):

  May 31

- Faculty Reflection Forms: 3 weeks after faculty receive Student Course Evaluation reports or by the end of week 3 of the following semester, whichever is later (everyone has the same deadline for this)

Department-specific requirements for Faculty Evaluation:

- Additional materials to be submitted (please note frequency: annually, in year 1 of cycle, etc.):

  none

- Specific course materials required (in years where course materials are submitted):

  Course syllabus

- When submitting course materials, submit materials for:

  Each course

- Submit Faculty Reflection Forms for summer semester?

  Yes

- Additional Department-specific *Administrative Performance* requirements in addition to College requirements:

No additional requirements

- Additional Department-specific expectations for *Professional Service* (full-time faculty only) in addition to College requirements:

  No additional requirements

- Other department-specific instructions:

  No additional instructions

Departmental Faculty Evaluation Process:

Please describe how your department handles evaluations from the time items are submitted until the Department Chairs signs off on the evaluations. If the process is different for full-time and adjunct faculty, be sure to describe those differences:

Full-Time Faculty

The DC and/or Program Assistant will request the required items from the full time faculty and submit them to the Department. The DC will review the items, complete the Annual Evaluation Summary and meet with the full-time faculty. Upon completion of the annual evaluation summary the DC will then submit all materials to the Dean.

Adjunct Faculty

The DC and/or Program Assistant will request the required items from the adjunct faculty and submit them to the department. The DC and/or FT faculty will review the items, complete the Annual Evaluation Summary and then meet with the faculty, if requested. Upon completion of the annual evaluation summary, the DC will then submit all materials to the Dean.

Departmental weighting of criteria in determining *Overall Rating*:

Fill in departmental weighting below:

Weightings:

		Full-time	Adjunct
Teaching and Student Learning:			
	Instructional performance (required: at least 40%, must be the same for full-time and adjunct faculty)	**45**	**45**
	Student feedback and faculty reflection (required: between 20% and 30%, must be the same for full-time and adjunct faculty)	**20**	**20**
Professional Responsibilities:			
	Administrative performance (required: at least 5%)	**15**	**15**
	Professional development and growth (required: at least 5%)	**5**	**20**
	Professional service (Required for full-time only, required: at least 15%)	**15**	

Departmental Rubrics to be used in determining ratings: included as a separate file in .docx, .xlsx, and/or .pdf format

- All rubrics: *Included in a single file with all criteria*