**SOUTHWESTERN CHRISTIAN UNIVERSITY**

**ANNUAL FACULTY REVIEW**

**2014-2015**

**FACULTY MEMBER’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PURPOSE: The purpose of the Annual Faculty Review form (AFR) is to document faculty accomplishments and contributions across the full range of scholarship, spirit, and service. It includes teaching, classroom observation, professional development, scholarly, involvements, service, and outreach activities.  The AFR provides the official record on faculty contributions, development, and overall progress of the academic unit. It is vital to faculty development, both as an opportunity for self-reflection and as a basis for discussion among departments and other colleagues. It also represents a useful opportunity to inform the society we serve of our accomplishments, so it is in our interest to be sure that what we do is fully and fairly reported.**

**ASSESSMENT: This form summarizes the evaluation of the scholarship, spirit, and service of faculty members according to the guidelines below. This form must be completed for every faculty member. It should be completed by the department chair and the faculty member, and signed by both. In the event of joint appointments across departments, an ANNUAL FACULTY REVIEW form should be completed by the department chair where the majority of the teaching load is assigned.**

**Each faculty member’s work for the preceding year in each of the areas of scholarship, spirit, and service should be reviewed on the following scale:**

**Exceeds expectations**

**Meets expectations**

**Below expectations**

**Unsatisfactory**

**All ratings require an explanation and/or documentation to support the rating except for Meets Expectations**

**ACTION: An overall assessment of "Exceeds Expectations" initiates the process of recognizing the faculty member for their contribution and identifying him/her as Meritorious Faculty. An overall assessment of "Meets Expectations" initiates the process of recognizing faculty for their contributions. An overall assessment of “Below Expectations” initiates an intervention process.  Evaluations of “Below Expectations" overall or “Unsatisfactory” in one area will result in a follow-up from the Provost’s office to assure that a plan for improvement is in place.  Evaluations with “Below Expectations” in one area should be addressed by the Dean half-way through the academic year and again in the next annual review.  The time period covered by the form is the academic year.**

**PROCESS: The Annual Faculty Review process includes the following steps:**

1. **The Faculty Member is requested to complete appropriate sections and then forward the form to the Department Chair.**
2. **The Department Chair will review responses and complete the sections for the Department Chair.**
3. **The Department Chair will forward the evaluation to the Academic Dean.**
4. **Thereafter, a conference shall be scheduled with the Faculty Member, at which time the completed form will be discussed. The Faculty Member’s signature signifies that he/she has seen the Department Chair’s comments and recommendations, but not necessarily that he/she agrees with all of them.**
5. **Faculty should have the opportunity to review Department Chair’s comments and respond before the form is finalized and forwarded to the Provost for comment. The completed form becomes part of the Faculty Member’s official file.**
6. **The Faculty Member shall receive a copy of the form after the review by the Dean.**

**“Comments may include” are suggestions only. Those completing the form should feel free to specify other activities or factors considered significant. Particular emphasis should be given to elements unique to an individual department and how these elements relate to the criteria for performance in that department.**

**SCHOLARSHIP - Being a Disciplined Learner**

**1A. TEACHING**

**Comments may include: Courses taught, student evaluation, peer observation, awards, new teaching materials developed, field or clinical teaching, student counseling, availability to students, additional work with students.**

**Current Contributions:**

**Goal for 2014 - 2015:**

**1B. CLASSROOM OBSERVATION**

**The classroom observation by the department chair will be included in this section for all full time faculty. Part-time and adjunct faculty may be observed by department chairs as needed or requested. All first-time faculty are reviewed during his/her first semester. All faculty will be observed on an annual basis.**

**2. SCHOLARLY ACTIVITIES**

**Comments may include: Participation in professional societies; professional certifications; workshops, conferences and training sessions should be included in this section. Developing new courses or new ways of delivery and the curriculum associated with the development. Contributing to accreditation requirements through design and documentation; scholarly writings (books, articles, chapters, reviews, abstracts, etc.)  or productions/exhibits. Submitting external grants and any other scholarly activity may also be included in this section.**

**Current Contributions:**

**Goal for 2014 - 2015:**

**3. PROFESSIONAL DEVELOPMENT**

**Comments may include: Participation in continuing education workshops, seminars, courses, or degrees. New or advanced certifications, trainings or any involvement that contributes to personal professional development.**

**Current Contributions:**

**Goal for 2014 - 2015:**

**\*Teacher Education Faculty must also include documentation of the 10 hours of public school experience required each year. The documentation will include the date/time, district, school, and type of involvement for each visit.**

**Public School Experience:**

**DATE TIME DISTRICT SCHOOL INVOLVEMENT**

**Department Chair’s Comments/Rating:  ​**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Exceeds Expectations** | **Meets Expectations** | **Below Expectations** | **Unsatisfactory** |
| Teaching | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** |
| Classroom Observation | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** |
| Scholarly Activities  | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** |
| Professional Development | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** |
| **Overall Scholarship** | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** |

**Dean’s Comments/Rating:**

**SPIRIT - Embracing a Christ-like Identity**

**1. TRUTH – Principles of Biblical Truth**

**Comments may include: church membership, church activities, responsibilities, classes or trainings you attended, and any involvements demonstrating principles of Biblical truth in your life.**

**Current Contributions:**

**Goal for 2014 - 2015:**

**2. VALUES – System of Biblically Based Values**

**Comments may include: examples of how you support the Pentecostal Holiness Articles of Faith and the Lifestyle Covenant, statements of support, what you are doing to strengthen your relationship with Christ and any other comment demonstrating a system of Biblically based values.**

**Current Contributions:**

**Goal for 2014 - 2015:**

**3. ETHICAL BEHAVIOR – Model of Christian Behavior**

**Comments may include: examples of how you integrate faith and learning; examples of classroom activities, involvements, discussions; interactions with students outside of the classroom or any other example of how you model Christian behavior.**

**Current Contributions:**

**Goal for 2014 - 2015:**

**Department Chair’s Comments/Rating:  ​**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Exceeds Expectations** | **Meets Expectations** | **Below Expectations** | **Unsatisfactory** |
| Truth | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** |
| Value  | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** |
| Ethical Behavior    | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** |
| **Overall Spirit** | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** |

**Dean’s Comments/Rating:**

**SERVICE - Pursuing Servant-Minded Leadership**

**1. SERVICE - Program, Department, School**

**Comments may include:  Service on committees at all levels, work on special projects or assignments not previously included.  Any activities that promote or enhance your program, department or school. Program, Departmental, and School service (e.g. committees, offices held, professional supervision, clinical practice involvement, internships), participation in student/trainee-centered activities, (e.g. recruitment, interviewing,  etc.), collegiality (contributions to overall goals of Dept.) Positive contributions you make to the overall growth and development of the department through actions, words, and attitude.**

**Current Contributions:**

**Goal for 2014 - 2015:**

**2. SERVICE - University, State, Regional, National**

**Comments may include: Service at the university level on committees, task forces, or special assignments. Any activities, recognitions, and  contributions that enhance the University’s reputation (e.g., selection to review panels & editorial boards, elections to professional society positions, organization of scholarly meetings) and extramural service (e.g. to professional organizations, reviewing manuscript or grants, legislative committees, policy/standards development, service as expert for media).**

**Current Contributions:**

**Goal for 2014 - 2015:**

**3. SERVICE - Community, Stakeholders, Partners**

**Comments may include: Service to the community through participation in events, outreach , and initiating involvements with those beyond the campus in order to facilitate increased awareness and appreciation of the university. Development of partnerships, advisory councils, surveys associated with program development, or any activity associated with the broader public.**

**Current Contributions:**

**Goal for 2014 - 2015:**

**Department Chair’s Comments/Rating:  ​**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Exceeds Expectations** | **Meets Expectations** | **Below Expectations** | **Unsatisfactory** |
| Program, Dept., School | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** |
| University, State, Etc. | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** |
| Community, Etc.    | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** |
| **Overall Service** | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** |

**Dean’s Comments/Rating:**

**OVERALL ASSESSMENT**

**Integrated assessment of faculty performance:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Exceeds Expectations** | **Meets Expectations** | **Below Expectations** | **Unsatisfactory** |
| Scholarship | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** |
| Spirit  | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** |
| Service    | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** |

**Overall Summary Rating with respect to university expectations:**

**​\_\_\_\_\_ Exceeds Expectations​        \_\_\_\_\_ Meets Expectations ​\_\_\_\_\_ Below Expectations.   \_\_\_\_\_ Unsatisfactory**

**Assessments with “Below Expectations” in one area should be addressed by the Department Chair half-way through the calendar year and again in the next annual review.**

**Assessments of “Below Expectations” Overall or “Unsatisfactory” in one area will result in follow-up to the Provost by providing evidence that a written plan for improvement is in place.**

***Signatures*​**

**FACULTY Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_​Date​\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**My signature signifies that I have discussed with my Department Chair his/her comments and recommendations.   This does not mean that I agree with all of them.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Chair​ Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Dean​​ Date**

**Faculty Member’s Response**

**\_\_\_\_\_   I have discussed with my Department Chair his/her comments and recommendations.  I disagree substantially with the overall assessment and wish to receive explicit feedback from the Academic Dean's Office. Faculty member is required to attach detailed signed letter of explanation.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Faculty Member​ Date**