

¹INSTRUCTIONS FOR ANNUAL FACULTY EVALUATIONS

In order to create consistency among the University's colleges and departments, and to minimize discrepancies with annual evaluations and the Board of Governors' reports, the Provost's Office requests that the following instructions be reviewed prior to completing the annual faculty evaluations. Please note that a few changes have been made to clarify requested information.

Faculty member information

- Please record the calendar year for which the evaluation applies.
- Check if the appointment is a 9- or 12- month appointment. If neither, please specify how many months.
- Check if the appointment is a regular or special appointment.

Evaluation Categories

- Rate the effort distribution (in percentages, totaling 100%) for each of the three categories:

(1) Instruction, Advising and Mentoring

Please refer to E.12.1 for criteria to be used in evaluating teaching. Recall, student evaluations, while informative about student perceptions, are not appropriate as the sole measure for rating faculty.

(2) Research, Scholarship and Creative Activity

The criteria for evaluating the original or imaginative nature of research and other creative activities should be the generally accepted standards prevailing in the applicable discipline or professional area (E.12.2).

(3) University/ Professional/ Public Service, Outreach and Engagement

A variety of criteria and examples as listed in E.9.1 & E.12, defined by disciplinary standards and/or type of appointment.

- Select one of the five ratings which best matches the faculty member's accomplishments (an intermediate rating, meets/exceeds, is an option). Please use the descriptive ratings, do not transform into numerical equivalents.

Summary Comments

- Include comments and documentation for each category in support of the evaluation ratings.

Procedures and Guidelines

Please note the following directives to be used when completing the annual evaluation.

- Annual evaluation forms are due in the Provost's Office by April 1 each year
- Please note that the evaluation form is occasionally revised so download the latest version from the Provost's website (<http://provost.colostate.edu/faculty-administrative-professionals/>) under Resources and Information, select Faculty and Administrative Professionals, then scroll down to Faculty Evaluation.
- Please clearly mark your ratings in each of the four boxes indicated (Instruction, Research, Service and Overall)
- Summary comments should be limited to the area provided on the form; the faculty member's comments, if any, may be attached but should be the only attachment to the form
- Please complete all requested information and secure all signatures before forwarding for submission

Finally, please check the box in the lower left hand corner if comments from the faculty member are included with the evaluation, and secure all necessary signatures.

Thank you for your assistance in ensuring that CSU maintains a high quality faculty annual evaluation process.

¹ Modified 1/2017