

MISSISSIPPI STATE UNIVERSITY
ANNUAL FACULTY REVIEW
(Format and Instruction, revised 8/2011)

For the Period January 1, _____ to December 31, _____

Name: _____ Title and Rank: _____

Department/Unit: _____ School/College/Division: _____

The annual review will consist of a combination of the assessment of how well the faculty member met the annual goals for the review period and an assessment of the overall accomplishments of the faculty member. The faculty member must first complete Item I, Parts A-D and Item II, Goals and Objectives. The supervisor must then complete Item III, Parts A-D and Item IV, Parts 1-2. Copies of the Review are to be filed in the office of the head/supervisor and the dean or director. Item IV, Overall Assessments, must be reported to the appropriate Vice President. The confidentiality of these papers must be maintained by all parties involved. (See *Faculty Handbook*)

I. SUMMARY OF ACTIVITIES

(To be prepared by faculty member)

A. Teaching (See *Faculty Handbook*)

1. Evidence of quality of instruction (check items submitted)
The faculty member is expected to provide material describing his/her teaching activities and documentation supporting effectiveness. This material could include any of the following, or any other items deemed appropriate (check those included): student evaluations _____, measures of student success _____, peer reviews _____, department head review _____, recognition of outstanding teaching _____, developmental activities _____, self-evaluation of each course taught _____, instructional materials used: course outlines _____, test materials _____, other _____.
2. Academic Advisement
Undergraduate Advisees: _____ (number of students)
Master's students: major professor ____; minor professor ____; comm. member ____
Specialist students: major professor ____; minor professor ____; comm. member ____
Doctoral students: major professor ____; minor professor ____; comm. member ____
Other:
Brief description of responsibilities:
3. Courses initiated/innovations instituted/other teaching contributions
(include new courses initiated, special lectures in other courses, generation of teaching aids, activities supportive of teaching, student achievements, other)
4. Other (including professional development and international activities)

B. Research/creative activities (See *Faculty Handbook*)

1. Publications, performances or creative activities (note stage of development):
(For books, indicate date of publication and publisher; for articles, indicate refereed journals; for art shows, indicate judged competition; for musical shows, attach copies of programs; for reports, indicate those done for in-house use.)
2. Professional papers read; indicate whether invited, refereed, or volunteered.
Cite organization, date, and title:
3. Grants for research or study; submitted or awarded (cite source, title of project, role [PI, etc.], \$ amount, dates):
4. Intellectual property developed (patents, copyrights, licenses):
5. Other (including professional development and international activities):

C. Service (See *Faculty Handbook*)

1. Public service, as lectures, short courses, workshops (dates, organizations and places):
(Off campus/on campus/extension projects)
2. Professional association service (offices held, journals edited, etc.):
(Indicate only associations in which you performed tasks)
3. University service (committees, administrative accomplishments, etc.):
4. School/departmental service/committees, etc.:
5. Other (including professional development and international activities):

D. Relevant activities and accomplishments not reported elsewhere (Cite title, organization, and brief description)

1. Awards and distinctions:
2. Memberships in learned and professional societies:
3. Consulting activities:
4. Other:

II. GOALS AND OBJECTIVES

(To be prepared by faculty member)

Please list specific goals and objectives including areas in which improvement will be sought in the next calendar year. These will be evaluated in the next review cycle.

On an annual basis, each faculty member and each head/supervisor will agree in writing to the faculty member's goals, objectives, responsibilities and expectations.

Agreement:

Faculty Member

Head/Supervisor

III. EVALUATION BY HEAD/SUPERVISOR, DEAN OR DIRECTOR

The annual performance review is based upon the agreement concerning goals and objectives, responsibilities, expectations, and achievements of the faculty. A faculty member would normally be expected to have an assignment in teaching, research and service. Indicate assignments below:

A. Assignment: Teaching: _____%; Research: _____%; Service: _____% = 100%.
(for review period, see p. 1)

B. Goals and Objectives: Narrative assessment of how the faculty member performed in achieving the previous year's goals and objectives. State whether the faculty member's achievements were Unsatisfactory, Needs Improvement, Satisfactory, Excellent, or Superior per the rating standard below. (Attach listing of goals from the previous year's review.)

C. Accomplishments: Narrative assessment of how the faculty member performed in achieving the previous year's accomplishments. Rate the performance of the faculty member in each category listed and state whether the faculty member's achievements were Unsatisfactory, Needs Improvement, Satisfactory, Excellent, or Superior per the rating standard below.

- (I) a. Teaching (Undergraduate):
- b. Teaching (Graduate):
- c. Advising:
- (II) Research/creative activities:
- (III) Service (on campus/off campus):

D. Progress: If the faculty member is an assistant or associate professor, there must be a statement about his or her progress toward tenure and/or promotion.

Unsatisfactory: Quality and quantity of work totally unsatisfactory. Immediate corrective action is imperative.

Needs Improvement: Work is unsatisfactory in quantity and quality. Individual is not performing at an adequate level. Corrective action required.

Satisfactory: Individual performing at "satisfactory" level. Tasks and goals are being accomplished in a timely and competent manner.

Excellent: Quality and quantity of work consistently meritorious; goals regularly exceeded, highly productive; individual recognized beyond the unit.

Superior: Preeminent distinction resulting from consistent outstanding meritorious accomplishments.

N/A: Not Applicable

**IV. OVERALL ASSESSMENT OF PAST PERFORMANCE/
GOALS/OBJECTIVES/RESPONSIBILITIES/EXPECTATIONS**

(See Faculty Handbook)

- 1. Overall Rating by Head/Supervisor, Dean or Director:** Rate the overall performance and achievement of the faculty member as Unsatisfactory, Needs Improvement, Satisfactory, Excellent, or Superior per the rating standard listed in Item III.

- 2. Written Comments by Head/Supervisor, Dean or Director**
To be completed following the annual review meeting with the faculty member, but made available to the faculty member for review before signing by both parties. (Include specific strengths, needs for improvement, responsibilities, and expectations for next year. Summary of progress toward tenure and/or promotion, if applicable, will also be indicated here.)

THE SIGNATURES LISTED BELOW* MUST BE OBTAINED

***Faculty Member:**

I have met with the head/supervisor and acknowledge discussion of this appraisal.

Faculty Member Signature

Date

I agree with the annual review.

Faculty Signature: _____

See addenda []

I disagree with the annual review.

Faculty Signature: _____

See addenda []

Comments Attached:

Additional Information:

Faculty Member Signature

Date

Appeal Requested:

Faculty Member Signature

Date

***Head/Supervisor:**

Signature

Date

***Director or Dean:**

Signature

Date

The faculty member will be provided with a copy of the final review, including all signatures and comments/recommendations/assessments. The faculty member reserves the right to respond to any comments and to have all of those responses included in the final version of the Faculty Annual Review/Evaluation.

If disagreement is indicated, the faculty member must state the objection on the following page, otherwise the page should be left blank. The disagreement statement should be completed before the Dean signs above.

Disagreement Statement: To be completed by the faculty member if applicable.

If the faculty member disagrees with the evaluation of the head/supervisor, an explanation of the disagreement should be detailed below by the faculty member. This page should be left blank if there is agreement with the head/supervisors assessment.