

## **Recommendations for Evaluation Team Reports** (for 1<sup>st</sup> year, 2<sup>nd</sup> year and pre-tenure evaluations)

**The following information is intended to assist faculty evaluation teams in organizing their work and in completing the required evaluation team reports. For specific language concerning the faculty evaluation process, consult the Faculty Contract section H2.2. The FA contract is posted on the SVSU website: <http://www.svsu.edu/hr/contracts>, and on the SVSUFA website: [www.svsufa.com](http://www.svsufa.com).**

**“Charge” Meeting:** The Dean’s office will coordinate the scheduling of the charge meeting. The team should request appropriate Course Materials (assignments; syllabi; etc.) from the evaluatee; classroom visits should be coordinated with the evaluatee.

**Classroom Visits and Administering Student Evaluations:** It is recommended that a team member visit at least each specific course/section at least once, but no more than twice, and that class observations should be 50-80 minutes. When possible, evaluation teams administer hard copy student evaluations, including hybrid courses (exception for online courses). It is strongly suggested that all probationary faculty use only the hard copy versions of the student evaluations. The response rate for the online evaluation forms varies widely, and a low response rate in some courses could be a disadvantage to the faculty member during the evaluation process. The evaluatee should be consulted with respect to when student evaluations will be administered (ideally in the 12th or 13th week of the semester). The ITS Evaluation Header is available on the ITS website: <http://www.svsu.edu/its/aboutits/sub-departments/enterpriseapplications>. Evaluations should be available for pick up from ITS (South Complex C, Room 122) within two weeks of ITS receiving the evaluations. Both the data and written comments should be incorporated into the Report. Upon completion of the final Report, the student evaluations should be forwarded to the evaluatee after course grades have been submitted.

**Department Statement:** Contact the evaluatee’s Department Chair and request a department statement. For non pre---tenure team reports, the Department Chair should provide a statement conveying the Department’s assessment of the evaluatee. This statement need not include a formal vote by the Department Faculty, but the statement should be shared with the Department faculty prior to sending to the Evaluation Team Chair to ensure departmental faculty input and accuracy of the statement. Class visits by Department faculty are permitted, but not required.

**Completion Procedures:** Reports are due to the Dean (with copy to evaluatee) on January 30 (June 1 for mid year appointments). The evaluation team ensures that responses from the dean and from the evaluatee become part of the final Report by March 17 (July 15 for midyear appointments). Once the Report is finalized, the Team or a team member may meet with Evaluatee to discuss the Report.

## Format of Report

TO: (Name & Title), Dean  
College of

FROM: Evaluation Team for (Name & Title)  
(Lecturer, Instructor, Assistant or Associate Professor) of (Name of Department)

(Name & Title)  
Chair of the Evaluation Team  
Appointee of the President, S.V.S.U. Faculty Association (or Dean or Eval Team)

(Name & Title)  
Appointee of the Dean of (Name) (or SVSUFA or Eval Team)

(Name & Title)  
Appointee of the Evaluation Team members (or Dean or SVSUFA)

DATE:

RE: (FIRST YEAR, SECOND YEAR or PRE-TENURE) EVALUATION OF (Name & Title)

Enclosed is the evaluation for (Name & Title). When you have completed your comments, please attach them to the evaluation document behind the page entitled "Dean's Comments and Recommendations," and forward these to the evaluatee and the Evaluation Team. A copy of this evaluation has also been forwarded to (Name & Title) per article H 2.2.3 of the SVSU Contract.

Thank you.

This evaluation is being conducted according to Articles H 2.2.2 through H 2.2.4 of the SVSUFA Contract. This team was organized in the Fall term of (year) as the team assigned the task of completing the evaluation for Assistant Professor (Name).

**H 2.2.4:1: List of Evaluation Team**

The Evaluation Team consisted of:

(Name & Title)  
Chair of the Evaluation Team  
Appointee of the President, S.V.S.U. Faculty Association (or Dean or Eval Team)

(Name & Title)  
Appointee of the Dean of (Name) (or SVSUFA or Eval Team)

(Name & Title)  
Appointee of the Evaluation Team members (or Dean or SVSUFA)

The team was convened on (Date) and charged by (Name & Title). The team then selected (Name & Title) as the chairperson and agreed upon the procedures for the evaluation. Each member of the team was to visit at least one of (Name & Title) classes. (Identify who will administer course evaluations for each course). The team also reviewed (Name & Title) PPC for materials that were relevant to scholarship and service.

Subsequent to this meeting, each of (Name & Title) classes were visited by the members of the evaluation team.

**H 2.2.4:2: Brief Outline of the Record and Team's Recommendation:**

The record will follow the outline from section "H 2.2.4 Evaluation Record: Contents" of the faculty contract between SVSU and SVSUFA. Under section H 2.2.4:4, the Team's comments and findings will follow the criteria cited in H.2.2.2 as indicated.

(Recommendation)

**H 2.2.4:3: Index of the Complete Record:**

1. List of Evaluation Team
2. Brief outline of the record and team's recommendation
3. An index of the complete record
4. Team's comments and findings on:
  - a. Effectiveness of classroom teaching
  - b. Scholarly or creative achievement
  - c. Service to the institution and/or the community

5. Individual evaluation report
6. Team's comments and findings with respect to correction plans
7. Team's final appraisal of the professional effectiveness of the evaluatee
8. The Dean's comments and recommendations for action regarding the evaluatee
9. Comments, responses and materials submitted by the evaluatee in addition to material requested of the evaluatee by the team
10. Copy of the evaluatee's Vita
11. Written statement and recommendation regarding evaluatee by the department
12. Written statements regarding the performance of the evaluatee by faculty colleagues if requested by the evaluatee or the team
13. Recommendations for improvement in the evaluatee's performance
14. Signatures of the members of the evaluation team
15. Appendix A: Comments from Student Evaluations

**H 2.2.4:4: Team's Comments and Findings:**

The next section of this report will consider the following areas as outlined by the SVSUFA Contract in **H 2.2.2:**

(1) Effectiveness of classroom teaching;

(Include summary of effectiveness of classroom teaching and observations for each evaluation team member)

Composite Profile of Student Evaluations for Current Evaluation:

<u>Course</u>	<u>Instructor Involvement Mean (St.D.)</u>	<u>Student Interest</u>	<u>Student Instructor Interaction</u>	<u>Course Demands</u>	<u>Course Organization</u>
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Discussion of Student Evaluation Forms (originals to be attached):  
(See Appendix A attached)

(Summary of effectiveness of classroom teaching)

(2) Scholarly or creative achievement:

(Summary of teams observations from vita and PPC file)

(3) Service to the institution and/or community:

(Summary of teams observations from vita and PPC file)

**H 2.2.2: 5: Individual Evaluation Report from Evaluation Team** (for pre-tenure year evaluations only)

**H 2.2.2: 6: Team's Comments and Findings with Respect to Correction Plans**

**H 2.2.2: 7: Team's Final Appraisal of the Professional Effectiveness of the Evaluatee**

(Summary of team's findings regarding teaching, scholarly or creative achievement, and service and team's recommendation.)

**H 2.2.2: 8: The Dean's Comments and Recommendations for Action Regarding the Evaluatee**

**H 2.2.2: 9: Comments, Responses and Materials Submitted by the Evaluatee in Addition to Material Requested of the Evaluatee by the Team**

**H 2.2.2: 10: Copy of the Evaluatee's Vita**

**H 2.2.2: 11: Written Statement and Recommendation Regarding Evaluatee by the Department**

**H 2.2.2: 12: Written Statements Regarding the Performance of the Evaluatee by Faculty Colleagues If Requested by the Evaluatee or the Team**

**H 2.2.2: 13: Recommendations for Improvement in the Evaluatee's Performance**

**H 2.2.2: 14: Signatures of the Members of the Evaluation Team**

(Name & Title)

Chair of the Evaluation Team

Appointee of the President, S.V.S.U. Faculty Association (or Dean or Eval Team)

(Name & Title)

Appointee of the Dean of (Name) (or SVSUFA or Eval Team)

(Name & Title)

Appointee of the Evaluation Team members (or Dean or SVSUFA)

## Classroom Teaching Observation

Faculty: \_\_\_\_\_

Number of student enrolled: \_\_\_\_\_ Number of students present : \_\_\_\_\_

### **Organization of class**

Factors to consider include

<ul style="list-style-type: none"><li>• Evidence of preparation for class segments</li><li>• Evidence of appropriate rigor</li><li>• Opening of class--- clarity of purpose</li></ul>	<ul style="list-style-type: none"><li>• Transitions between course segments</li><li>• Closing remarks and comments</li></ul>
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### **Notes on organization:**

### **Presentation**

Factors to consider include

<ul style="list-style-type: none"><li>• Enthusiasm for subject and field</li><li>• Student engagement</li><li>• Responsiveness to questions</li><li>• Demonstration of subject matter knowledge</li><li>• Effective and efficient use of class time</li><li>• Appropriateness of vocabulary and language</li></ul>	<ul style="list-style-type: none"><li>• Appropriate use of pedagogical techniques</li><li>• Effective use of technology</li><li>• Clarity of speech</li><li>• Appropriate of classroom materials</li><li>• Mutual respect between faculty member and students</li></ul>
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### **Notes on Presentation:**

### **Overall assessment:**