

**BOWIE STATE UNIVERSITY
SCHOOLS FACULTY EVALUATION INSTRUMENT
ANNUAL FACULTY REPORT AND EVALUATION DOCUMENT**

Name _____ Date _____

Department _____

Degree/Date _____ Rank/Date _____

Date begin service at BSU _____

Area of Specialization _____

Present Teaching Area _____

Peer _____ Self _____ Chair _____

Evaluation of Teaching (65% to 75%)

Directions: Circle the number in the spaces at the right using 5 as the high rank, 3 as average and 1 as low.

I. Classroom Teaching Effectiveness

- | | | | | | |
|---|---|---|---|---|---|
| 1. Presents subject matter fluently. | 1 | 2 | 3 | 4 | 5 |
| 2. Shows familiarity with recent research and or developments in the discipline in class presentations. | 1 | 2 | 3 | 4 | 5 |
| 3. Presents content which is current in the discipline | 1 | 2 | 3 | 4 | 5 |
| 4. Varies teaching method as required by objectives, Subject matter and student needs. | 1 | 2 | 3 | 4 | 5 |
| 5. Uses appropriate teaching aids, including technology. | 1 | 2 | 3 | 4 | 5 |
| 6. Uses teaching aids effectively. | 1 | 2 | 3 | 4 | 5 |
| 7. Treats students and student responses courteously and professionally. | 1 | 2 | 3 | 4 | 5 |

II. General Teaching Effectiveness (Portfolio Required)

- | | | |
|---|----------|---------|
| 1. Constructs and periodically revises course syllabi for each course not controlled by the department. | Yes_____ | No_____ |
| 2. Includes in each syllabus logistical information, a clear statement of objectives, course outline, learning activities , teaching strategies/modes, and evaluation procedures. | Yes_____ | No_____ |
| 3. Provides evidence of fair procedures in evaluating students based on the materials covered in course syllabi. | Yes_____ | No_____ |
| 4. Provides evidence of the use of technology as an instructional tool in the syllabus. | Yes_____ | No_____ |
| 5. Provides evidence of the used of educational software to support instruction. | Yes_____ | No_____ |
| 6. Provides evidence of writing assignments for in class and outside of the classroom: quizzes, exams, case studies, journals, papers, projects, etc.) | Yes_____ | No_____ |
| 7. Provides evidence of strategies used to stimulate critical and analytical thinking. | Yes_____ | No_____ |
| 8. Periodically during the semester, furnishes evidence Of formative evaluation strategies which ensure student feedback. | Yes_____ | No_____ |
| 9. Provides information on the students' level of comprehension. | Yes_____ | No_____ |
| 10. Maintains an accurate record of student enrollment, attendance and progress. | Yes_____ | No_____ |
| 11. Provides evidence of required usage of information technology, including libraries, data bases, etc. | Yes_____ | No_____ |
| 12. Provides evidence of required usage of information technology, including libraries, data bases, etc. | Yes_____ | No_____ |
| 13. Provides oral presentation assignments. | Yes_____ | No_____ |
| 14. Selected the most relevant and current textbooks appropriate for each course taught when the selection process is not controlled by the department. | Yes_____ | No_____ |

III. Non –Traditional teaching Activities (Portfolio Required)

1. Mentoring students who make a presentation or submit a paper at an on-campus or off –campus professional events.

Student Names/Events/Activities

1.
2.
3.

2. Unpaid overload instruction – Courses and Semester:

3. Unpaid independent study – Courses and Semester:

4. Development of a new syllabus for an existing course:

Yes _____ No _____

5. Development of a new approved course and syllabus:

Yes _____ No _____

If yes, was release time given?

Yes _____ No _____

6. Revision of an academic program:

Yes _____ No _____

If yes, was release time given?

Yes _____ No _____

7. Development of a new academic program:

Yes _____ No _____

If yes, was release time given?

Yes _____ No _____

8. Other (Explain)

IV. University- Wide Student Related Activities (Participated/Attended)

A. Honors Inductions

1. Yes _____ No _____
2. Yes _____ No _____
3. Yes _____ No _____

- | | | |
|---|----------|---------|
| B. Alpha Kappa Mu Honor Society Induction | Yes_____ | No_____ |
| C. Ronald E. McNair Induction | Yes_____ | No_____ |
| D. International Night | Yes_____ | No_____ |
| E. Alpha Chi | Yes_____ | No_____ |
| F. Student Group Activities (Sponsored/Advised) | | |

- 1.
- 2.

V. School/Department Student Related Activities (Indicate Participation/Attendance)

- 1.
- 2.

VI. University Wide Performances/ Activities

- 1.
- 2.

Research/ Scholarship (15% to 25%) (Portfolio Required)

I. Professional Activities

A. Personal

1. Completed an Advanced Degree:
2. Completed additional course work (explain):
3. Honors and Recognitions:

B. Publications (Bibliographic entry):

C. Presentations off campus (Bibliographic entry):

D. Presentations on campus (Bibliographic entry):

E. Reviewer Activities (Bibliographic entry):

F. Creative Works:

G. Other (Explain):

II. Grant Activities

A. New Grants Submitted to Outside Agencies

B. New Grants Funded by Outside Agencies

C. New Grants Submitted for In-House Work

D. New Grants Funded In-House

E. Continuation Grants

III. Professional Organization Activities

A. Organizational Memberships (Organization and status)

B. In-service training (Organization and status)

C. Professional Meeting Attendance (Bibliographic entry)

D. Worship/Seminar Activities (Bibliographic entry and status)

E. County, State and Federal Activities (Bibliographic entry)

F. Conference Attendance

G. Other (Explain)

Service (5% to 15%) (Portfolio Required)

I. Professional Organization Activities

A. Committee Activities

Committee Assignments (Name) and Position (Member, Chair, Vice Chair, etc.)

1. Departmental:

2. School:

3. University:

4. University System of Maryland:

B. Student Group Activities

C. Candidate for University-Wide School Representative

D. Candidate for University- Wide Committee

II. Community Service (Bibliographic type entries)

III. Other Services & Activities (Bibliographic type entries)

A. Program Director/Coordinator

Received 3 credit release time _____

Received no release time _____

List Programs

B. Program Sequence/Course Coordinator

Received 3 credit release time _____

Received no release time _____

List Programs

C. Alumni Relations

Activities involving interactions with alumni

D. Other (Explain):

Activities involving interactions with alumni

University Data

The University is continuously updating its database which reflects graduate school data and job placement. Recruitment activities, etc., are also of interest. Please give the following data, if applicable. The School and the University believe that the faculty is very important to the recruitment process as well as to the preparation of students for graduate school.

1. The number of your undergraduate advisees, for this year, planning to attend graduate school. _____
2. The number of your graduate advisees, for this year, planning to acquire further graduate study. _____
3. The number of your undergraduate advisees who have obtained jobs in the discipline. _____
4. The number of new students which were directly or indirectly recruited by you. _____
5. The number of new majors which were directly or indirectly recruited by you. _____
6. Is there any other information which you believe should be a part of Bowie's database?
7. The number of advisees: _____ Undergraduate _____ Graduate

EVALUATION NARRATIVE

Chair (print name)

Chair Signature

Date

Faculty Evaluator (print name)

Faculty Evaluatee Signature

Date

My signature does not imply agreement with the evaluation; only that I have read and discussed the evaluation report. I have been given the opportunity to add my own comments to any and all findings.