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 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)

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Constructs and periodically revises course syllabi for each course not controlled by the department.</td>
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<tr>
<td>2</td>
<td>Includes in each syllabus logistical information, a clear statement of objectives, course outline, learning activities, teaching strategies/modes, and evaluation procedures.</td>
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<td>3</td>
<td>Provides evidence of fair procedures in evaluating students based on the materials covered in course syllabi.</td>
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<td>4</td>
<td>Provides evidence of the use of technology as an instructional tool in the syllabus.</td>
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<td>5</td>
<td>Provides evidence of the used of educational software to support instruction.</td>
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<td>6</td>
<td>Provides evidence of writing assignments for in class and outside of the classroom: quizzes, exams, case studies, journals, papers, projects, etc.)</td>
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<tr>
<td>7</td>
<td>Provides evidence of strategies used to stimulate critical and analytical thinking.</td>
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<td>8</td>
<td>Periodically during the semester, furnishes evidence Of formative evaluation strategies which ensure student feedback.</td>
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<td>9</td>
<td>Provides information on the students’ level of comprehension.</td>
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<tr>
<td>10</td>
<td>Maintains an accurate record of student enrollment, attendance and progress.</td>
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<tr>
<td>11</td>
<td>Provides evidence of required usage of information technology, including libraries, data bases, etc.</td>
<td></td>
<td></td>
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<td>Provides evidence of required usage of information technology, including libraries, data bases, etc.</td>
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<tr>
<td>13</td>
<td>Provides oral presentation assignments.</td>
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<tr>
<td>14</td>
<td>Selected the most relevant and current textbooks appropriate for each course taught when the selection process is not controlled by the department.</td>
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</table>
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

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.