

APPENDIX A – EXAMPLE OF AN ANNUAL EVALUATION REPORT

This is an EXAMPLE of an Annual Evaluation Report, which contains common items to help in the evaluation of a faculty member. The faculty member should complete this Annual Evaluation Report and give to his or her department chair. This Annual Evaluation Report may be customized for each component and/or department, **however the areas in bold must be included on all Annual Evaluation Reports.** Note: Each component should provide the Vice President for Academic Affairs a blank copy of their evaluation form(s) and any updates.

ANNUAL EVALUATION REPORT DEPARTMENT OF XXXXX

Note: The following statement must be included on all Annual Evaluation Reports. **“As a faculty member you should be advised, that various review groups consider the items listed below during their deliberations at the time of promotion and tenure and post-tenure review.”**

ACADEMIC YEAR 20XX – 20XX

NAME:

POSITION:

% TIME

1. TEACHING ACTIVITIES

A. Courses Taught (*Course Director)

Course Title & Number	Approximate Enrollment	Lectures Given	Laboratories Taught	Total Classes Attended

B. Student Research Advisement

Student	Program (Graduation)	Role on Committee

C. Student Evaluations (attach copies)

2. RESEARCH

A. Grant/Research Support (List extramural grants first)

Title of Research Grant	Sponsor / Number	Active Dates	Role / % Effort	Total Direct Costs

B. Submitted and Planned (*)

Title and Type of Grant (e.g., R01, R03, etc.)	Planned Sponsor	Proposed Dates	Role / % Effort	Co-Investigators

C. Summary of Research Area of Interest (approximately one-half page)

3. PUBLICATIONS

A. Peer-Reviewed Scientific Journals

B. Manuscripts Submitted for Publication

C. Books

D. Chapters in Books

E. Abstracts

F. Other

4. SERVICE

A. Committees (*Chair)

1. Department/Unit

2. Component

3. Local Institutional Other than Component

4. Health Science Center

5. TAMU System

6. State, National, and International

- B. Participation in Clinics and Service Units (*Director)
 - C. Continuing Education Courses Taught (*Director)
 - D. Invited Lectures and Research Presentations
 - E. Programs and Symposia Organized
 - F. Editorial Positions and Ad-Hoc Journal Reviews
 - G. Grant Review Boards
 - H. Other
5. PROFESSIONAL DEVELOPMENT
- A. Scientific Meetings Attended
 - B. Postgraduate and C.E. Courses Attended
6. HONORS, AWARDS, & RECOGNITIONS
7. ***Note the following paragraph must be included on all Annual Evaluation Reports: OTHER: “The Texas A&M University System Health Science Center Post Tenure Review Document states: “Each faculty member must submit an Annual Evaluation Review Report to the department chair. Each Annual Evaluation Review Report must provide the faculty member with the opportunity to write a statement expanding on their accomplishments listed in the Annual Evaluation Review Report in the areas of education, research/scholarship, or professional service (where appropriate) and institutional service/leadership (limited to one page for each area). If the faculty member chooses not to write a statement, this must be noted, in writing, on the Annual Evaluation Review Report. The candidate may also include additional documentation. (See Texas A&M University System Policy 12.06 Post-tenure Review of Faculty and Teaching Effectiveness).”***

Note the following must be included on all Annual Evaluation Reports:

“I choose not to send additional information. _____”
Signed Date

8. GOALS: Indicate your general and, to the extent possible, your specific professional goals for the next academic year. In what way can the department and college facilitate achievement of these goals?
9. CHANGE IN APPOINTMENT: Describe any anticipated request for consideration of a change in your rank and percent appointment in the next academic year?

- APPENDIX B – A. DEPARTMENT CHAIR ANNUAL LETTER OF EVALUATION;**
- B. DEPARTMENT CHAIR DISCUSSION OF EVALUATION WITH FACULTY MEMBER; AND,**
- C. OPPORTUNITY FOR FACULTY MEMBER TO SEND CHAIR AND ASSOCIATE DEAN FOR ACADEMIC AFFAIRS A RESPONSE TO THE CHAIR LETTER OF EVALUATION**

A. The Department Chair annual letter of evaluation must contain at least the following:

1. Expectations that the department chair has for the faculty member in each of the faculty member's assigned academic areas and institutional service/leadership.
 2. Evaluation of the faculty member duties and performance in research/scholarship.
 3. Evaluation of the faculty member duties and performance in education.
 4. Evaluation of the faculty member duties and performance in professional service (where appropriate).
 5. Evaluation of the faculty member duties and performance in institutional service/leadership.
 6. Evaluation of the faculty member performance in each of the above assigned academic areas and institutional service/leadership using the rating criteria in Appendix A of the HSC APT document.
 7. An assessment of the faculty member overall contribution to the department's (and component's) mission.
 8. A statement regarding whether last year's goals were met and a list of the goals for the coming year.
 9. An overall evaluation and a description of future expectations.
 10. A place that the faculty member signs that they have received the evaluation letter. Note: Above the signage line at the bottom of the letter it must state, "Signing this document merely means that you have received the letter and in no way does it mean that you agree or disagree with the contents."
- B.** The department chair must meet with the faculty member and discuss the evaluation. After the discussion the faculty member must sign that they have received the evaluation (see above - this does not mean that the faculty member agrees or disagrees with the evaluation it simply means they have receive an evaluation). Note: The department chair keeps a signed copy and the faculty member keeps a copy.
- C.** After reading the evaluation and discussing the evaluation with the department chair, the faculty member may send the department chair and Associate Dean for Academic Affairs a response to the department chair's letter of evaluation. The letter will be placed in the faculty member's permanent file.

APPENDIX C – COMPONENT APT REVIEW COMMITTEE PEER REVIEW LETTER TO RESPONSIBLE COMPONENT OFFICIAL

This letter must contain at least the following:

1. Faculty member name, rank and department affiliation and the date review was conducted.
2. Description of department chair letter of recommendation.
3. Evaluation of the faculty member duties and performance in education.
4. Evaluation of the faculty member duties and performance in research/scholarship.
5. Evaluation of the faculty member duties and performance in professional service (where appropriate).
6. Evaluation of the faculty member duties and performance in institutional service/leadership.
7. A report stating the committee vote regarding whether the faculty member performance was “at least good” in each of the faculty member’s assigned academic areas and in institutional service/leadership.
8. Recommendation as to whether the faculty member needs to complete a faculty development program.

APPENDIX D – COMPONENT APT REVIEW COMMITTEE LETTER TO THE
ASSOCIATE DEAN FOR ACADEMIC AFFAIRS

This letter must contain at least the following:

1. Give the date that the previous component's APT Review Committee voted to not recommend approval of post-tenure review and note area(s) of deficiencies.
2. Give date of and a brief description of the content of the Component Head letter to the faculty member. Note the specific deficiencies that need to be corrected.
3. Give date of and a brief description of the faculty member professional development plan.
4. Give date of the faculty member letter to department chair at the end of the first year of the professional development plan and brief description of the letter's contents.
5. Give date of and a brief description of the content of the department chair letter of evaluation at the end of the first year of the professional development plan and state how the department chair rated the faculty member in the faculty member assigned academic areas and institutional service/leadership.
6. Give date of and a brief description of the content of the Associate Dean for Academic Affairs letter of evaluation at the end of the first year of the professional development plan and state how the Associate Dean for Academic Affairs rated the faculty member in the faculty member assigned academic areas and institutional service/leadership.
7. Give date of the faculty member letter to department chair at the end of the second year of the professional development plan and brief description of the letter contents.
8. Give date of and a brief description of the content of the department chair letter of evaluation at the end of the second year of the professional development plan and state how the department chair rated the faculty member in the faculty member's assigned academic areas and institutional service/leadership.
9. Give date of and a brief description of the content of the department chair overall evaluation letter to the department chair of the APT Review Committee. State how the department chair rated the faculty member in the faculty member's assigned academic areas and institutional service/leadership and give the department chair's recommendation on whether tenure should be continued or withdrawn.

10. Give date of and a brief description of the first meeting (Meeting 1) of the APT Review Committee that met with the Associate Dean for Academic Affairs to discuss the post-tenure review process.
11. Give date of second meeting (Meeting 2) of APT Review Committee and state that no vote was taken.
12. Give date of third meeting (Meeting 3) of APT Review Committee and state whether the faculty member met with the committee. Give the individual confidential ballot vote on whether the faculty member had removed all the specified deficiencies and whether the faculty member was “at least good” in the faculty member assigned academic areas and institutional service/ leadership. Give a brief explanation of the rationale behind the vote in each area.
13. If additional meetings were required, give dates and outcomes.