**State University of New York**

**College of Agriculture and Technology**

**Cobleskill, New York**

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| **DEPARTMENTAL PEER EVALUATION FORM** |

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| TO BE COMPLETED BY DEPARTMENTAL REVIEW PANEL (DRP) based on the documentation submitted by the Candidate. |

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| Name of Faculty Member | | |  | | | | Date |  |
| To be Evaluated | | |  | | | |  |  |
| Evaluation to be used for (Check all that apply): | | | | | | | | |
|  | 1. Effectiveness and self-improvement | | | | |  | | |
|  | 2. Promotion to |  | | | | | | |
|  | 3. Reappointment to a | | |  | year term | | | |
|  | 4. Continuing appointment | | | |  | | | |

Criteria listed are meant to be illustrative not definitive (refer to Faculty Handbook for Criteria for Reappointment, Continuing Appointment, and Promotion). Use those criteria that apply and add lines for any other criteria to be considered. APPC recommends a minimum of ten (10) criteria spread across the three (3) categories, with no less than four (4) in the Teaching/Librarianship category and two (2) in each of the others. Give each selected criterion a rating of HE, E, or ME.

Because many people review this document, please write specific comments in the narrative section that will help the reviewers make an informed recommendation. Use additional pages as necessary.

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| **DEFINITIONS FOR RATINGS (Only the following ratings should be used):**  **HE *Highly Effective* – Often exceeds the performance expectations.**  **E *Effective* – Generally meets performance expectations. Employee may exceed expectations or needs improvement in some areas. Performance is at the expected and usual level.**  **ME *Minimally Effective* – Does not always meet expectations. Immediate and substantive improvement in performance is required.** |

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| ***Performance Category #1a – Effectiveness in Teaching*** | | | | | | |
| For ease of completion, Category #1 is split between Teaching and Librarianship. Please use the section that applies to the specific faculty member. | | | | | | |
| **Rating** | |  |  | **Rating** | |  |
|  | 1. | Instructional proficiency in speech, organization of material, style of presentation, stimulation of critical thinking |  |  | 6. | Developing appropriate course content, curriculum, and/or teaching materials |
|  | 2. | In-depth knowledge of content area |  |  | 7. | Creating/implementing appropriate instruments for student assessment |
|  | 3. | Current/proven pedagogical practices |  |  | 8. | Adapts/enhances course content based on feedback |
|  | 4. | Interacting with students outside of classroom setting |  |  | 9. |  |
|  | 5. | Engaging advisees regularly |  |  | 10. |  |
| ***Narrative - Include Strengths and Areas for Improvement****:* | | | | | | |

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| ***Performance Category #1b – Effectiveness in Librarianship*** | | | | | | | |
| For ease of completion, Category #1 is split between Teaching and Librarianship. Please use the section which applies to the specific faculty member. | | | | | | | |
| **Rating** | |  |  | **Rating** | |  | |
|  | 1. | In-depth knowledge of specialization |  |  | 7. | Creates and maintains instruments for assessing effectiveness | |
|  | 2. | Uses feedback to improve operations and/or performance |  |  | 8. | Promoting services | |
|  | 3. | Managing area/s of responsibility (supervising/evaluating staff, policies, procedures, etc.) |  |  | 9. | Developing liaison relationships | |
|  | 4. | Understanding of overall operations, commitment to goals/services |  |  | 10. | Developing programs | |
|  | 5. | New initiatives |  |  | 11. |  | |
|  | 6. | Integrating information literacy into the curriculum |  |  | 12. |  | |
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| ***Narrative - Include Strengths and Areas for Improvement****:* | | | | | | | |

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| ***Performance Category #2 – Scholarship*** |

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| **Rating** | |  |  | **Rating** | |  |
|  | 1. | Pursues advancement of knowledge base and performance levels |  |  | 5. | Produces articles in referreed or editor-reviewed publications |
|  | 2. | Develops marketable instructional materials or instruction material to enhance course presentation |  |  | 6. | Engages in successful grantsmanship |
|  | 3. | Creates peer-reviewed artistic works |  |  | 7. | Creates published (or selected unpublished) research, books, etc. |
|  | 4. | Invitations for professional presentations or performances |  |  | 8. |  |
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| ***Narrative - Include Strengths and Areas for Improvement****:* |

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| ***Performance Category #3 – Service*** |

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| **Rating** | |  |  | **Rating** | |  |
|  | 1. | Participates and/or leads in campus governance |  |  | 7. | Participates in community affairs |
|  | 2. | Participates and/or leads in University governance |  |  | 8. | Testifies as an expert witness |
|  | 3. | Supports student organizations |  |  | 9. | Serves on editorial boards |
|  | 4. | Serves internal/external and public and/or private organizations |  |  | 10. | Presents keynote addresses |
|  | 5. | Develops and implements local workshops |  |  | 11. |  |
|  | 6. | Serves in professional organizations |  |  | 12. |  |
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| ***Narrative - Include Strengths and Areas for Improvement****:* |

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| **Select and complete the appropriate section/s below.**  A. This evaluation has been completed for purposes of self-improvement only.  B. This evaluation has been completed for purposes of reappointment, continuing appointment and/or promotion. | |
| **Summary Statement (include strengths and areas for improvement):** | |
|  | |
| **Recommendation for Reappointment, Continuing Appointment and/or Promotion:**  (Refer to Advancement Evaluation Table in the Faculty Handbook) | |
| Name |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Is | Is Not | Recommended for promotion to the rank of | |  | |
| Is | Is Not | Recommended for reappointment to a |  | | year term |
| Is | Is Not | Recommended for continuing appointment | | |  |

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| Peer Evaluation Team Names/Signatures: | | |  | | |
|  |  |  | | Date |  |
|  |  |  | | Date |  |
|  |  |  | | Date |  |
|  |  |  | | Date |  |
|  |  |  | | Date |  |

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| Total Votes  Available: |  | Number in  Support: |  | Number Not  In Support: |  |  |

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| I have read this evaluation. A statement is attached: | Yes |  | No |  |

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| Signed |  | Date |  |
|  | Faculty Member |  |  |