Criminal Justice
Annual Faculty Evaluation Template

Area 1 – Teaching and Advising: _____%

Teaching: Please highlight your score

- Score of 3 = all 3
- Score of 3.5 = all 3 + 4
- Score of 4 = all 3 + 6
- Score of 4.5 = all 3 + 8
- Score of 5 = all 3 + 10

The criteria to receive an average rating of 3 (meets expectations) in Area 1 is listed below (#'s 1-3). Disciplinary issues will reduce the rating. A written explanation is warranted. Please type the support for numbers 1 and 3 in red font below each of the items.

1. Teaches assigned courses creating an appropriate learning environment for students, including class attendance/online presence, timely and suitable feedback of student work, using a variety of instructional teaching methods which facilitate learning, etc. Please provide an example using a class you taught within this past year.
2. Maintains a minimum of 8 office hours over 4 days (M-F)
3. Appropriately advises students, including explaining availability to advisees (e.g., sign-in sheets, advising schedules, email to students), responding to emails, meeting with students, making required notes in the student's advising file (OneStop), completing necessary forms (104R, SAP, Program of Study, etc.), and providing mentoring/career counseling. Explain the process you use to let your advisees know about your availability. If you are first year faculty, please explain that you have no advisees.

The criteria to receive additional points above a 3 are listed below. Please type directly under the topic in red font. May earn more than one point per activity item.

a. Explains course and/or curricular development or extensive improvements (course focus, new pedagogy focus, change of course delivery).
b. Builds a sense of community and promote learning in online courses through effective and routine teacher-student communication (e.g. voice feedback on assignments, video of instruction, real-time communication tools, messaging, podcasts, polls). Use discussion boards for class or small group problem solving or sharing of ideas.
c. Policy for giving feedback on assignments should be posted in the LMS or syllabus. Feedback on assignments will vary depending on the complexity and length of the assignment, but students should have some expectations for receiving feedback from written statements from instructors (e.g. within one week from submitting an assignment-undergraduate in full semester, within four days from submitting an assignment in 8-week courses).
d. Supervises directed study (1-4 students = 1 point, 5-8 students = 2 points, etc.).
e. Supervises study abroad.
f. Cross-campus collaboration in course delivery (cross-listed courses).
g. Writes at least five letters of recommendation for graduate program admission and/or serves as reference for at least 5 students seeking graduate school admission or seeking employment (simple checklists/forms are excluded). If exceeds 5, provide approximately how many.

h. Receives a teaching or advising award (university or professional organization; 2 points).
i. Actively participates in promoting and enhancing the CRJ 4860 experience by building rapport with internship sites/preceptors, helping acquire internship sites, and/or helping students with internship placement for faculty not assigned to CRJ 4860.
j. Oversees GTA teaching responsibilities (must provide opportunity for more than just grading activities).
k. Teaches course with honor's designation and supervises honor's students (1-4 students = 1 point, 5-8 students = 2 points, etc.).
l. Develop courses online used by adjuncts.
m. Maintains 30 hours or more per week of office presence.
n. Teaching/advising related activities – such as career advising to students not necessarily assigned to faculty member, creating new curricula, weekend virtual office hours (beyond email), GOVS Row/Preview Day (may write more than 1).
o. Has an advisee load in the top 25% of faculty (i.e. the faculty member's advisee count is among the highest quartile in the department).
p. Other pertinent teaching/advising related activities (discuss with chair well in advance of evaluation).

Area 2 – Scholarship: _____%

Scholarship: Please highlight your score

- Score of 3 = complete 1
- Score of 3.5 = 3
- Score of 4 = 5
- Score of 4.5 = 7
- Score of 5 = 9

The criteria to receive an average rating of 3 (completion of 1 activity equals meets expectations) is listed below. Please type directly under the topic in red font. May earn more than one point per activity item.

a. Presents results of scholarly research or best teaching practices/high impact learning at regional or national meeting (first author presenter).
b. Poster presentation of scholarly research or best teaching practices/high impact learning at regional or national meeting (first author presenter).
c. Submission of peer reviewed article in national level journal (Does not repeat for the same article. For pay journals are not acceptable).
d. Publication of a peer reviewed article (national) counts as 2*. State, Local counts as 1 (For pay journals are not acceptable).
e. Submission or publication of book (textbook or applied scholarship) or book chapter in textbook (publication counts as 2 activities).
f. Apply for or receive internal or external grant (receiving grant equal to or exceeding $10000 counts as 2 activities).
g. Book review published in scholarly journal.
h. Edit entire textbook (unpaid).
i. Edit a book or readings.
j. Article published or accepted for publication in a law review
k. Publication of non-peer reviewed publication where information contributes to literature of discipline (e.g. state publication, newspaper, newsletter, magazine).

l. Publication of a test bank, study guide, instructor's manual, or other instructional supplemental materials (unpaid).
m. Creation and publication of computer program or other proprietary program within the field
n. Submission or publication of peer-reviewed article with student as first author.
o. Faculty supervised, student-involved research presentation (university or professional organization; university cannot be only scholarship contribution).
p. Other pertinent scholarship related activities (discuss with chair well in advance of evaluation).

*Note: explaining completion of scholarly work counts as a rating of '2' on the annual evaluation form (e.g. manuscript/research/book/software in final stages of completion – discuss with chair well in advance of evaluation).

Area 3 – Service: _____%

Service: Please highlight your score

- A score of 3 = 3
- A score of 3.5 = 3 + 2 = 5
- A score of 4 = 3+ 4 = 7
- A score of 4.5 = 3+ 6 = 9
- A score of 5 = 3 + 8 = 11

The criteria to receive an average rating of 3 (meets expectations) is listed below. Please type directly under the topic in red font.

1. Attends and participates in departmental meetings.
2. Serves on at least 1 departmental committee.
3. Membership in professional organizations –counts once.

The criteria to receive additional points above a 3 are listed below. Please type directly under the topic in red font. May earn more than one point per activity item.

a. Serves on at least 1 university or college level committee (to include Faculty Senate sub committees) or, serves on at least two (2) additional department level committees (Committee assignments different than above).
b. Evaluate at least 2 part time adjuncts (if not as part of workload).
c. Involved in campus leadership (chair or co-chair). Advisor or co-advisor to student organization, serve on Faculty Senate, chair search committee, chair college or university committee (counts as 2).
d. Leads efforts to develop promotional materials for program or department. Count as 1 though appears in several publications or sites.
e. Attendance of recruitment fairs, college/university advising events, or orientation events. (Count is capped at 2)
f. Assumes leadership in a professional organization (e.g. President, vice-president, section or session chair, councilor or other to be discussed with chair well in advance of evaluation).
g. Assumes leadership or significant role in a community organization.
h. Reviewer of professional manuscripts (journal article, book chapter, textbook, papers, abstracts).
i. Present discipline-related topics to community groups.
j. Leads program review or other substantial program related activity. Count as 2, unless release was given from other activities.

k. Serves as a professional resource for discipline-related advice and consultations to community groups or individuals.
l. Attendance in on-campus training in one of the following: workshops, seminars, continuing education, webinar, online training, or similar activities related to professional growth - can only count twice.
m. Kept current with discipline-based research by attending exhibits or conferences in the field (may have multiple listings and all count).
n. Chaperones students to conferences/workshops/seminars.
o. Significant contribution to professional document for organization or governing body (e.g. self-study, organizational manuals/policies and procedures, by-laws, standards, etc.).
p. Other pertinent service related activities (discuss with chair well in advance of evaluation).

Area 4. (If necessary) Indicate your score _____ and _____% Area 4 – Administration (if applicable) Write you accomplishments/work below to justify score.