

GUIDE TO FACULTY REVIEWS

Full-time Faculty Reviews

The development of a quality faculty is of utmost importance to the success of the educational program. To provide for professional development and continued excellence, full-time faculty members participate in annual reviews and formal five-year reviews which are conducted by the dean. The reviews are to be formative and helpful. Faculty members are given the opportunity to discuss their aspirations and concerns. Components of the reviews may be completed through the advancement and promotion processes. As the peer review process is an effective way to receive feedback for improvement, faculty members may invite peers into their courses more often than every five years. Where areas for improvement in a faculty member's performance are identified, deans should work with the faculty member to develop and implement a plan to address identified areas of concern.

I. ANNUAL DEAN REVIEW OF FACULTY

The annual dean review occurs for all full-time faculty members during the first part of each new academic year and includes the following components:

- Goal statement/self evaluation (Attachment 1) or faculty development plan (Attachment 2)
- Course improvement plans (Attachment 3)
- Administrative review (Attachment 4)
- Student evaluations

II. FORMAL FIVE-YEAR REVIEW OF FACULTY

The formal five-year review occurs for all full-time faculty members at least once within each five year period of service and includes the following components:

- Goal statement/self evaluation (Attachment 1) or faculty development plan (Attachment 2)
- Course improvement plans (Attachment 3)
- Administrative review (Attachment 4)
- Peer review (Attachment 5)
- Student evaluations

Deans will document the reviews (see Attachment 6) and submit them to the Office of the Vice President for Academic Affairs by October 31st of each academic year.

GOAL STATEMENT & SELF EVALUATION

Name _____

Date _____

I. Teaching and Learning Excellence

- A. What teaching improvement goals did you set for yourself last year? What were the results?
- B. What are your teaching improvement goals for next year?
- C. What specific steps will you take to accomplish these goals and what assistance do you need from Snow College?

II. Scholarly, Creative, and Professional Development

- A. What scholarly, creative and professional development goals did you set for yourself last year? What were the results?
- B. What are your scholarly, creative, and professional development goals for next year?
- C. What specific steps will you take to accomplish these goals and what assistance do you need from Snow College?

III. Institutional and Public Service

- A. What institutional and public service goals did you set for yourself last year? What were the results?
- B. What are your institutional and public service goals for next year?
- C. What specific steps will you take to accomplish these goals and what assistance do you need from Snow College?

FACULTY DEVELOPMENT PLAN

Faculty Development Plans articulate plans for improvement in the faculty's "constant pursuit of excellence," (see Snow College Mission Statement). The FDP describes intended actions including teaching improvement activities, scholarly achievement in academic coursework and degrees, professional development activities, and institutional, professional, and community service. Activities in each area that are pre-approved, documented and verified can indicate eligibility for advancement or promotion. The FDP also includes advancement/promotion point information, pre-approval signatures, and final recommendation signatures. In preparing FDPs, faculty members should have access to the following resources: division dean, dept chair, mentor(s), A&T/PTC representative, faculty development director, TTC Director, etc.

FDP: Name _____	Date _____
Plans for teaching improvement activities	
•	
•	
•	
Plans for academic coursework and additional degree programs (Optional: estimated credits _____)	
•	
•	
•	
Plans for professional development activities (Optional: estimated hours _____)	
•	
•	
•	
Plans for service to institution, profession, and community	
•	
•	
•	

Point Information	Date _____
Total points required for advancement/promotion: _____	
Points earned from years of experience, credentials, or credits/PDUs beyond degree: _____	
Points awarded by A&T/PTP Committee for academic coursework/degrees: _____	
Points awarded by A&T/PTP Committee for professional development activities: _____	

Pre-Approval of Faculty Development Plan	Recommended for Advancement/Promotion
_____ Date	_____ Date
Department Chair	A&T/PTP Committee Chair
_____ Date	_____ Date
Division Dean	Vice President for Academic Affairs
_____ Date	_____ Date
Vice President for Academic Affairs	College President
_____ Date	_____ Date
A&T/PTP Chair (final approval)	Trustees Chair (final approval)
_____ Date	_____ Date

COURSE IMPROVEMENT PLANS

Using Planning & Assessment Results for Improvement at the Course Level

Course Number _____ Course Title _____
Date Submitted/Updated _____ Submitted By _____

Learning Outcomes (mission/goal-based)	Assessments (measures/results)	Improvements (accomplishments)	Next Steps
<p>What are your mission/goal-based objectives? List 2 or 3 key learning outcomes (G.E. outcomes, applied education outcomes, or other outcomes) that your course is intended to meet.</p>	<p>How is success measured? Develop at least 2 measures for each outcome from previous column (e.g., exams, quizzes, field work observations, student surveys, course evaluations, rubric scored portfolios, etc.).</p> <p>What are the results? Summarize assessment results (e.g., 75% students' research papers included less than 10 references).</p>	<p>What improvements have been made? List actions taken to improve your course (e.g., added an early non-graded first draft assignment, ensured that library research resources were available).</p>	<p>What improvements will be made? Improvements may include modifications to course objectives, content, teaching methodologies, etc. (Cycle begins again.)</p>
Outcome 1:	Assessment/Results 1: Assessment/Results 2: Etc...		
Outcome 2:	Assessment/Results 1: Assessment/Results 2: Etc...		
Outcome 3: Etc...	Assessment/Results 1: Assessment/Results 2: Etc...		

Note: Updated course improvement plans should be submitted via email to Dr. Beckie Hermansen, Director of Institutional Planning & Research. Those previously submitted can be located at <http://www.snow.edu/~ir/CourseImpPlans.html> (Updated December 3, 2008)

ADMINISTRATIVE REVIEW -- DISCUSSION TOPICS

Name _____

Date _____

1. Teaching and Learning Excellence
 - a. How are your classes going?
 - b. What are your strengths in the classroom?
 - c. Do you have any concerns?
 - d. Do you have clear learning outcomes in your syllabi? Have you updated your course improvement plans (4-column charts)?
 - e. What teaching improvement goals did you set for yourself last year? What were the results?
 - f. Do you have any goals for this year to improve (teaching methods, experiential/service-learning, out-of-class involvement with students, alignment of expected outcomes/course content/student assessment)?

2. Scholarly, Creative, and Professional Development
 - a. How is your professional/scholarly/creative development going?
 - b. What works well for you in keeping up with developments in your field?
 - c. Do you have any concerns?
 - d. Do you have a professional or departmental website?
 - e. What scholarly, creative, and professional development goals did you set for yourself last year? What were the results?
 - f. Do you have any goals for this year to improve (creative activity, curricular development, cross-disciplinary work, reading journals/listserves, professional development and conferences, publications, presentations, sabbaticals, credits beyond degree)?

3. Institutional and Public Service
 - a. How are you doing with institutional and public service?
 - b. What are your strengths with regard to service?
 - c. Do you have any concerns?
 - d. Are you involved in advising, mentoring or recruiting?
 - e. What institutional and public service goals did you set for yourself last year? What were the results?
 - f. Do you have any goals for this year (committee assignments, clubs, campus presentations, support of campus events, teaching in Richfield/Nephi/Delta/Polycom, articulation, community service, service-learning, using your expertise for entrepreneurial ventures)?

4. Review of Student Evaluations (optional for annual dean review)

5. Review of Peer Evaluations (optional for annual dean review)

PEER REVIEW

Colleague Classroom Observation Report

Instructor _____ Course _____
 Number of Students Present _____ Date _____
 Evaluator (s) _____

Purpose: The purpose of this classroom observation is (1) to provide a database for more accurate and equitable decisions on tenure, promotion, and salary increases and (2) to improve faculty performance.

Instructions: Please consider each item carefully and rate the instructor, giving the highest scores when you agree with the statement and the lowest scores when you disagree. After each statement please circle the rating that most closely expresses your view.

	Strongly Agree	Strongly Disagree	Don't Know
1. The class presentation was planned well and organized. Comments: _____ _____	7 6 5 4 3 2 1		X
2. The instructor demonstrated enthusiasm for the subject matter. Comments: _____ _____	7 6 5 4 3 2 1		X
3. The teacher demonstrated mastery of the subject matter. Comments: _____ _____	7 6 5 4 3 2 1		X
4. The material presented by the instructor was clear and understandable. Comments: _____ _____	7 6 5 4 3 2 1		X
5. The instructor's interactions with the students was positive and appropriate. Comments: _____ _____	7 6 5 4 3 2 1		X
6. The relationship between the instructor and the student was one of mutual respect. Comments: _____ _____	7 6 5 4 3 2 1		X
7. Considering the previous items I would rate this instructor as excellent in comparison to others in the division. Comments: _____ _____ _____	7 6 5 4 3 2 1		X

The instructor's major strengths were _____

My suggestions to the instructor for improvement are _____

RESULTS OF FACULTY REVIEWS

Faculty Member: _____ **Academic Dean:** _____

- Reviewed goal statement/self evaluation or faculty development plan
- Reviewed course improvement plans
- Conducted administrative review
- Discussed peer review (optional for annual dean review)
- Discussed student evaluations (optional for annual dean review)

Comments on teaching and learning excellence:

Comments on scholarly, creative, and professional development:

Comments on institutional and public service:

Comments on student evaluations and peer reviews (optional for annual dean review):

Action Plan:

REVIEWED: _____ Date: _____
Faculty Member's Signature

REVIEWED: _____ Date: _____
Dean's Signature