

Center for Women, Gender, and Sexuality Studies  
Policy Regarding Annual Evaluations

Annual Evaluations of faculty are closely linked to faculty assignment and performance. Faculty performance will be evaluated in each area to which the faculty member has been assigned during the evaluation period. Faculty should submit the following material (if applicable) for each evaluation period:

- a current curriculum vita
- completed annual evaluation form
- supplemental information as desired, submitted in a separate binder and which may include:
  - additional information about instructional committees relevant for assessing these activities (e.g. peer evaluations, syllabi, handouts, exams, new preparations, major revisions of course(s), curriculum development initiatives)
  - documentation of awards or other forms of special recognition for instructional activity, publications completed or accepted during the evaluation period (provide copy of the publication, or manuscript along with letter of acceptance)
  - documentation of creative activity or work completed or accepted during the evaluation period (provide copy of acceptance letters)
  - documentation of grants, awards, prizes or any other form of special recognition for scholarly or creative activities
  - documentation of awards, prizes or any other form of special recognition for service or administration

Criteria for Annual Evaluation

For each area of activity to which a faculty member has been assigned, ratings of exceptional, outstanding, good, needs improvement, or unsatisfactory will be given based on the following criteria:

**INSTRUCTION**

- Exceptional in Instructional Activity: evidence of effective teaching as measured by student assessment (effectiveness above College and Center mean), peer evaluations, and/or special awards of recognition **AND** evidence of effectiveness of instructional material and approach, significant contributions to curriculum development, instructional innovation, service on thesis/dissertation committees, publications/presentations on pedagogy

- in the discipline, and/or mentorship (including undergraduate research and advising), and/or service learning.
- Outstanding in Instructional Activity: evidence of effective teaching as measured by student assessment (effectiveness equal to College and Center mean), peer evaluations, and/or special awards of recognition **OR** evidence of effectiveness of instructional material and approach, significant contributions to curriculum development, instructional innovation, service on thesis/dissertation committees, publications/presentations on pedagogy in the discipline, and/or mentorship (including undergraduate research and advising), and/or service learning.
  - Good in Instructional Activity: evidence of effective teaching as measured by student assessment (effectiveness at or near College and Center mean), peer evaluations, and/or special awards of recognition **OR** evidence of effectiveness of instructional material and approach, significant contributions to curriculum development, instructional innovation, service on thesis/dissertation committees, publications/presentations on pedagogy in the discipline, and/or mentorship (including undergraduate research and advising), and/or service learning.
  - Needs Improvement in Instructional Activity: A rating of Needs Improvement reflects weak performance in assigned instruction as measured by student assessment below College and Center mean), weak peer evaluations, ineffectiveness of instructional material and approach. The faculty member does not meet the expectations of the assignment. Future progress in this category is expected and a performance improvement plan will be developed to clarify standards and set a timetable for remediation.
  - Unsatisfactory in Instructional Activity: evidence of poor teaching as measured by student assessment (effectiveness score significantly below College and Center mean), peer assessments, inadequate instructional material, unwillingness to contribute to the curricular needs of the Center for Women, Gender, and Sexuality Studies, unwillingness to make efforts to improve instructional effectiveness. A rating of Unsatisfactory reflects an egregious failure to meet expectations in assigned instruction. Significant improvement is urgently required and a performance plan will be developed to clarify standards and set a timetable for remediation. Sanctions may be imposed if these standards and/or timetable are not met.

#### SCHOLARLY/CREATIVE ACTIVITY

- Exceptional in Scholarly or Creative Activity: evidence of remarkable scholarly or creative productivity and recognition, including refereed or juried publications, performances, or exhibitions, and papers presented at professional conferences; an exceptional rating will typically require **at least**

- two** of the following: at least one book manuscript accepted or in print or the equivalent in peer refereed publications; at least one performance, juried exhibition, film, recording or other creative product completed; one peer refereed publication, two presentations of scholarly work at a national or international conference; one presentation of scholarly work at a national or international conference and a second manuscript in progress (beyond prior review period) or a grant project or other relevant proposal or project accepted during the evaluation period.
- Outstanding in Scholarly or Creative Activity: evidence of remarkable scholarly or creative productivity and recognition, including refereed or juried publications, performances, or exhibitions, and papers presented at professional conferences; an outstanding rating will typically require **at least one** of the following: at least one book manuscript accepted or in print or the equivalent in peer refereed publications; at least one performance, juried exhibition, film, recording or other creative product completed; one peer refereed publication, two presentations of scholarly work at a national or international conference; one presentation of scholarly work at a national or international conference and a second manuscript in progress (beyond prior review period) or a grant project or other relevant proposal or project accepted during the evaluation period.
  - Good in Scholarly or Creative Activity: evidence of progress toward achieving scholarly or creative program, including manuscript drafts and submissions, submissions of grants or proposals for the support, production, or dissemination of research or creative activity, participation in professional activities such as conference and professional societies, manuscript review, journal or book editing, etc.
  - Needs Improvement in Scholarly or Creative Activity: weak scholarly or creative productivity, including little progress on manuscript drafts, little grant or proposal activity, minimal or no participation in professional forums or activities such as manuscript review, journal or book editing, attending professional conferences, etc.
  - Unsatisfactory in Scholarly or Creative Activity: evidence of lack of scholarly or creative productivity, including the lack of progress on manuscript drafts, lack of grant or proposal activity, non-participation in professional forums or activities such as manuscript review, journal or book editing, attending professional conferences, etc. A rating of Unsatisfactory reflects an egregious failure to meet expectations in assigned instruction. Significant improvement is urgently required and a performance plan will be developed to clarify standards and set a timetable for remediation. Sanctions may be imposed if these standards and/or timetable are not met.

## SERVICE

- Exceptional in Service or Administration: evidence of significant service or administrative contributions to the University, the Center for Women, Gender, and Sexuality Studies, the profession, and/or the community as measured by the scope and quality of work on relevant committees, outreach efforts, and special programs; an exceptional rating will usually require assuming a leadership role with respect to some service or administrative activities
- Outstanding in Service or Administration: evidence of strong service or administrative contributions to the University, the Center for Women, Gender, and Sexuality Studies, the profession, and/or the community as measured by the scope and quality of work on relevant committees, outreach efforts, and special programs
- Good in Service or Administration: evidence of meaningful contributions to the University, the Center for Women, Gender, and Sexuality Studies, the profession, and/or the community through committee work and participation in special programs and outreach activities
- Needs Improvement in Service or Administration: evidence of few contributions to the University, the Center for Women, Gender, and Sexuality Studies, the profession, and/or the community through partial or minimal participation on assigned committees or in special programs and outreach activities.
- Unsatisfactory in Service or Administration: evidence of lack of contribution to the University, the Center for Women, Gender, and Sexuality Studies, the profession, and/or the community through failure to participate on assigned committees or in special programs and outreach activities. A rating of Unsatisfactory reflects an egregious failure to meet expectations in assigned instruction. Significant improvement is urgently required and a performance plan will be developed to clarify standards and set a timetable for remediation. Sanctions may be imposed if these standards and/or timetable are not met.

Although these criteria serve as guidelines for assigning performance ratings, they do not capture all individual cases, particularly when a faculty has an atypical assignment in research, instruction of service/administration. In such cases, the criteria for assigning performance ratings will be adjusted to correspond to the faculty assignment. For example, more research or creative productivity will be

expected if a faculty has been released from some teaching for additional research or creative activity.