# FLORIDA ATLANTIC UNIVERSITY *Harriet L. Wilkes*

**HONORS COLLEGE**

# FACULTY ANNUAL ASSIGNMENT REPORT & ANNUAL EVALUATION 2021

This form is to be used by the faculty member to provide information to be used by the Dean’s Office to evaluate the assigned activities. The evaluation is based on performance & expectations agreed upon by the Dean’s office and yourself at the time the assignment was made.

|  |  |  |
| --- | --- | --- |
| **Name:** | **Rank: Instructor** | **Yr. Rank Obtained:** |
| **Tenured:** | **Years at FAU:** | **% FTE:** **1.0** |

**I. Instructional Activity**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Semester & Year | Course No. | Title | Number Enrolled | Required  Or  Elective | Credit Hours | Campus | Student Evaluation Results/# Responding/  Indicate scale | College Mean | Other Means of Eval. | Grad. Asst. Help |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| THESIS COMMITTEES | | |
| SEMESTER / YEAR | ROLE / NUMBER / TYPE | NOTES |
|  |  |  |

**II. Instructional Related**

|  |
| --- |
|  |

**III. Advisement**

**Rating of Teaching Performance**

Meeting college performance expectations defines satisfactory. Exceeding performance expectations warrants either good or excellent depending to what extent (define) performance expectations were exceeded. Similarly, the extent to which a faculty member fails to meet predefined performance expectations determines a fair or poor teaching evaluation.

**4 = Excellent 3 = Good 2 = Needs Improvement 1 = Unsatisfactory**

**Chair’s Comments/Suggestions**

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| --- |
|  |

**IV. Research**

Conference Papers: (Indicate whether or not refereed on basis of abstract or full paper and if the paper resulted in publication)

|  |
| --- |
|  |

**V. Sponsored Research**

(Billed to project, identify grant number)

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| --- |
|  |

Rating of Scholarly Performance

Meeting the performance expectations may be rated as satisfactory while the extent (define) to which a faculty member exceeds performance expectations will result in a rating of good or excellent. Failure to meet the agreed upon performance expectations (e.g. IRB submitted, data collection phase, book contract, etc.) may be rated as fair performance. No evidence of meeting performance expectations may be rated as a poor performance.

**4 = Excellent 3 = Good 2 = Needs Improvement 1 = Unsatisfactory**

**Chair’s Comments/Suggestions**

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| --- |
|  |

**VI. Public Service**

|  |  |  |  |
| --- | --- | --- | --- |
| Service Category | **Role** | **Contribution** | **Notes** |
|  |  |  |  |

**VII. University Service**

|  |  |  |  |
| --- | --- | --- | --- |
| Service Category | **Role** | **Contribution** | **Notes** |
|  |  |  |  |

**Rating of Service Performance**

Meeting performance expectations may be rated as satisfactory. Depending upon the extent (define) to which performance expectations are exceeded, the service evaluation may be rated as good or excellent. If some service is performed but less than expected, performance evaluation may be rated as fair, no evidence of service is a poor performance.

**4 = Excellent 3 = Good 2 = Needs Improvement 1 = Unsatisfactory**

**Chair’s Comments/Suggestions**

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| --- |
|  |

**VIII. SUMMARY OF OVERALL PERFORMANCE EVALUATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Exceptional** | **Outstanding** | **Good** | **Needs Improvement** | **Unsatisfactory** | **Not Assigned** |
|  |  |  |  |  |  |

**IX. Academic Administration (Formal)** N/A

##### X. Leave of Absence with Pay N/A

**XI. Union Release Time** N/A

**XII. State Mandated Service** N/A

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|  |  |
| --- | --- |
| Faculty signature | Date |

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Chair Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Associate Dean Date

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Dean Date

Faculty Member‘s Comments: