



School of Teacher Education Annual Evaluation of Faculty

Name:	Rank:	Appointment Date:
Review Period:	Years of Service at WKU (including current year):	
	Years of university service prior to WKU:	

The School of Teacher Education (STE) Annual Evaluation (AE) for Faculty submission materials include:

- Updated curriculum vitae (CV) with accomplishments from the current evaluation period highlighted
- Annual Activity Packet consisting of:
 - Completed School of Teacher Education Annual Evaluation for Faculty form with self-evaluation sections completed and evidence linked
 - All faculty SITE evaluations (including student comments) from the current evaluation period

Evaluation materials should be uploaded to Boomi (reference faculty workflow directions) by the following dates:

- Non-tenured faculty – August 20th
- Tenured faculty – September 15th

Once materials are submitted, please schedule an appointment for an annual evaluation discussion with the STE department chair.

Category	Unsatisfactory	Baseline	Skilled	Distinguished
Teaching Advising Service Organization Citizenship	<p>Either no evidence of attempting to meet professional expectations.</p> <p>- or -</p> <p>Evidence of behaviors and/or practices antithetical to professional expectations.</p>	<p>While there is evidence of progress, performance has yet to equal what is expected at the skilled level.</p>	<p>Performance is consistent with the expectations of professional faculty in the School of Teacher Education, as outlined in the departmental annual review documents.</p>	<p>Performance is consistently above that which is expected at the skilled level.</p>

Category	Unsatisfactory	Baseline	Skilled	Distinguished
Research and Creative Activity	<p>No evidence of attempting to meet professional expectations.</p>	<p>While there is evidence of progress and/or planning, performance has yet to equal what is expected at the skilled level.</p>	<p>Accomplished ONE of the research and creative activities outlined in the departmental annual review documents.</p>	<p>Accomplished TWO or more of the research and creative activities outlined in the departmental annual review documents.</p>

Teaching	STE Requirements	U	B	S	D	N/A
Knowledge of Subject	Demonstrates current and comprehensive understanding of the appropriate topic(s) that reflect scope and depth of knowledge.					
	Develops course activities that reflect scope and depth of knowledge.					
	Keeps current with trends and knowledge in field through memberships in professional organizations, events and/or activities sponsored by a university/college, school/district, regional/state agency, professional association or private enterprise; audits or takes a class; completes a degree, or obtains additional certification related to the field and attendance at national/regional or state conferences(s) at least once per year on average.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supporting Artifacts:		Self-Evaluation Score				
Self-Evaluation Narrative			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching	STE Requirements	U	B	S	D	N/A
Effectiveness of Presentation	Conducts annual self-evaluation of teaching skills.					
	Objectives, requirements, and expectations are clearly stated at the beginning of each course and a variety of instructional strategies, including differentiation, are utilized in teaching.					
	Demonstrates sufficient preparation for class sessions.					
	Requires students to explore, apply content, and be actively engaged and contribute to the community/society.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Uses electronic media/technology in course delivery.					
	Demonstrates collaboration and support of members of faculty in development of courses and course components.					
Supporting Artifacts:		Self-Evaluation Score				
Self-Evaluation Narrative:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		U	B	S	D	N/A
Teaching	STE Requirements					
Effectiveness of Evaluation	Formative and summative evaluation procedures are stated in outline/syllabus and explained at beginning of term.					
	Evaluations measure unit/course content.					
	A variety of assessment techniques are used which include formal writing, speaking, and other activities such as observations of teaching that may include technology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	A variety of assessment techniques are used.					
	Prompt and meaningful feedback is provided.					
Use of critical performances and/or teacher work samples (where appropriate) to measure student growth and achievement.						
Supporting Artifacts:		Self-Evaluation Score	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Evaluation Narrative:						
Teaching	STE Requirements	U	B	S	D	N/A
Responsibility to Students	Office hours are scheduled for site or electronic contact.					
	Keeps appointments with students through electronic or on-site venues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Meets class regularly through on-site or electronic means.					
	Provides appropriate program and career advisement through on-site or electronic means.					
Supporting Artifacts:		Self-Evaluation Score	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Evaluation Narrative:						

		U	B	S	D	N/A
Teaching	STE Requirements					
Supervision of Field Assignments	Supervises student teaching, practicums, and/or field experiences.					
	Effectively coordinates communication among students and involved professionals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provides engagement opportunities related to a broader community and global perspective in and/or outside of the classroom.					
Supporting Artifacts:	Self-Evaluation Narrative:	Self-Evaluation Score				
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Holistic Teaching Score (STE Director use only)	U	B	S	D	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Associated SITE Evaluation Items: 2, 3, 4, 5, 6, 7, 8

(department chair will review mean values as they compare to department, college, and university means as well patterns within student comments)

Teaching

Upcoming Annual Teaching Goals	Resources and Supports Needed
1.)	
2.)	
3.)	

Teaching

Previous Annual Teaching Goals	Progress Toward Goal
1.)	
2.)	
3.)	

Research & Creative Activity	STE Requirements
Publications	Publishes a pertinent book/monograph or electronic product (computer generated medium, CD, online resource, video, other electronic format, etc.) approved by an editorial board, professional peer review process for dissemination beyond the classroom by an organization/agency relevant to the field, or a legitimate commercial enterprise.
	Publishes one article in a refereed journal of national/international scope or a chapter relevant to the candidate's field in a book approved by an editorial board, professional peer review process for dissemination beyond the classroom by an organization/agency relevant to the field, or a legitimate commercial enterprise.
	Publishes one article in a refereed journal of state/regional scope.
Presentations	One presentation/workshop at the national or international level.
	Two regional/state presentations/workshops. OR An additional presentation/workshop at the national/ international level <i>(One national/international presentation/workshop equals two regional/state presentations/workshops.)</i> OR a combination of both.
Selected Activities (minimum 2)	Ongoing research and products. The candidate conducts on-going research/creative activities not yet resulting in publication, display or performance
	Publishes a pertinent book/monograph or electronic product (computer generated medium, CD, online resource, video, other electronic format, etc.) approved by an editorial board or professional peer review process for dissemination beyond the classroom by an organization/agency relevant to the field or a legitimate commercial enterprise.
	Publishes a book chapter relevant to the candidate's field (print or electronic) in a work approved by an editorial board, or professional peer review process for dissemination beyond the classroom by an organization/agency relevant to the field, or a legitimate commercial enterprise.
	Funded Grants- Authors a successful peer-reviewed grant from an external government or private source for \$50,000 or more. (Can cover consecutive years for use in Category III Selected Activities)
	Obtains external development funding of \$50,000 or more.
	Copyrights/Inventorships - The candidate is inventor/co-inventor, author/co-author, or producer/co-producer of media subject to U.S or other copyrights or patents.
	Publishes two papers (print or electronic) for national or international distribution according to rules established by a sponsoring learned society/professional organization.
	Participation in Funded Projects- The candidate participates in development of studies, programs, or creative activities supported by external funding.
Reports-The candidate prepares reports for federal, state, or local agencies; or publishes book review in professional journal (print or electronic) or authors an ERIC document.	

		Technical Reports- The candidate authors significant technical reports associated with externally funded grants/projects.
Selected Activities continued (minimum 2)		Student Engagement/Scholarly Activity- The candidate provides direct aid for student publication and/or presentation.
		Additional Publications Relevant to Candidate's Field- Publishes a book. OR Publishes a book chapter. OR Publishes one article in a professional journal (print or electronic) of national/international scope. OR Publishes two articles in a professional journal(s) (print or electronic) of regional/state scope.
		Presents one paper/workshop relevant to the candidate's field at the national/international level. (One national presentation equals two regional/state presentations/workshops.)
		Presents two papers/workshops relevant to the candidate's field at the regional/state level. (One national presentation equals two regional/state presentations/ workshops.)
Overall Research and Creative Activity Score		U <input type="checkbox"/>
Supporting Artifacts:		B <input type="checkbox"/>
Self-Evaluation Narrative:		S <input type="checkbox"/>
		D <input type="checkbox"/>
		N/A <input type="checkbox"/>
		Self-Evaluation Score <input type="checkbox"/>

Holistic Research and Creative Activity Score (STE Director use only)		U <input type="checkbox"/>
		B <input type="checkbox"/>
		S <input type="checkbox"/>
		D <input type="checkbox"/>
		N/A <input type="checkbox"/>

Research and Creative Activity	
Upcoming Annual Research and Creative Activity Goals	Resources and Supports Needed
1.)	
2.)	
3.)	

Research and Creative Activity	
Previous Annual Research and Creative Activity Goals	Progress Toward Goal
1.)	
2.)	
3.)	

Service	STE Requirements	U	B	S	D	N/A
School/Agency	Works with schools/agencies in programs for student such as student fairs, Special Olympics, camps, contests, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Works with school/agencies/organizations/business/industry in programs for certificated and noncertificated personnel such as retreats, conferences, workshops, in-service, etc.					
	Works with schools/agencies in curriculum development such as councils, committees, task forces, etc.					
	Works with school/agencies in Kentucky Teacher Internship Program (KTIP).					
	Works with a school/agency in professional evaluation such as accreditation teams.					
	Works with schools/agencies in demonstrations, activities, and experience to engage university students in a community-based learning environment.					
Supporting Artifacts:		Self-Evaluation Score	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Evaluation Narrative:						
Service	STE Requirements	U	B	S	D	N/A
University, College, Departmental	Participates in committees/sanctioned organizations at the university or college level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Involvement with student recruitment activities such as contacts with schools or agencies and/or WKU recruitment.					
	Involvement with student advisement by advising program majors/minors and/or participating in ATP.					
	Special Assignments - The candidate provides materials which support or advertise sponsored activities: SACS, CAEP, EPSB program folios, curriculum revisions, official newsletters, etc.					
	Supports university sponsored programs/activities, e.g., homecoming career day, student events, etc.					
	Program Design - The candidate assists in the development of new degree/non-degree programs or new courses (including workshop courses).					
Supporting Artifacts:		Self-Evaluation Score	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Evaluation Narrative:						

Service	STE Requirements	U	B	S	D	N/A
Professional Organizations and Community	Involvement with local organizations/agencies in roles such as officer, chair, committee member, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Involvement in state organizations/agencies in roles such as officer, chair, committee member, etc.					
	Involvement in national/regional organizations in roles such as officer, chair, committee member, etc.					
	Reviews textbooks/journal manuscripts, or serves as journal editor or co-editor.					
	Civic engagement through elective public office or uncompensated participation in extra mural non-profit organizations and agencies (i.e., Girls Inc., Boys Club, United Way, Life Skills, public library, Special Olympics, Boy Scouts, Big Brothers and Big Sisters, etc.).					
Supporting Artifacts:		Self-Evaluation Score	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Evaluation Narrative:						

Holistic Service Score (STE Director use only)	U	B	S	D	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Service

Upcoming Annual Service Goals	Resources and Supports Needed
1.)	
2.)	
3.)	

Service

Previous Annual Service Goals	Resources and Supports Needed
1.)	
2.)	
3.)	

Advising	STE Requirements (proposed)	U	B	S	D	N/A					
Responsibilities to Advisees	Dependably advises assigned students in matters related to goals, policies, choice of specialized curriculum, course load, study habits, course scheduling, academic action, and problem resolution.										
	Maintains individual student records as appropriate, updating and evaluating as new information is received.										
	Consistently reviews student records to verify that progress is being made toward degree completion and provides outreach and support to students as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Verifies, certifies, and/or completes appropriate advisee related forms and processes.										
	Provides timely answers to student inquiries and assists students in the selection of appropriate courses and concentrations in terms of students' stated preferences.										
	Schedules and keeps appointments with students through electronic or on-site venues.										
Supporting Artifacts:	Self-Evaluation Score						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Evaluation Narrative:											
Advising	STE Requirements (proposed)	U	B	S	D	N/A					
Professional Collaboration	Networks to develop and maintain contacts in relation to advising and makes appropriate advisee referrals to departments and other faculty/staff as appropriate.										
	Maintains confidentiality of information and performs duties in compliance with applicable laws, policies and procedures related to primary college/department specific responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Assists with student preview days, recruitment, and orientations.										
Supporting Artifacts:	Self-Evaluation Score						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Evaluation Narrative:											

Advising	STE Requirements (proposed)	U	B	S	D	N/A
Professional Growth in Advising	Maintains active involvement in professional development related to staying abreast of advising policies and trends within the University.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Conducts annual self-evaluation of advising skills.					
Supporting Artifacts:		Self-Evaluation Score				
Self-Evaluation Narrative:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Holistic Advising Score (STE Director use only)		U	B	S	D	N/A
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professionalism	STE Requirements	U	B	S	D	N/A
Collaboration and Cooperation	Takes a role in completing departmental tasks or individually as a team member. Responds to communications that require feedback or response.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supporting Artifacts:		Self-Evaluation Score				
Self-Evaluation Narrative:						
Professionalism	STE Requirements	U	B	S	D	N/A
Professional Conduct	Acts in accordance with professional ethical standards as defined in the Faculty Handbook. Expects professional and ethical conduct from students.					
Supporting Artifacts:		Self-Evaluation Score				
Self-Evaluation Narrative:						

Professionalism	STE Requirements	U	B	S	D	N/A
Professional Responsibilities	Engages in the following standard faculty responsibilities in timely fashion: <ul style="list-style-type: none"> - Submits textbook information to the WKU Store - Posts course syllabus on Topnet - Attends commencement ceremony - Posts office hours and communicates them to STE departmental office - Attends scheduled STE departmental meetings - Posts final course grades - Submits departmental/college-level reports and paperwork 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supporting Artifacts:		Self-Evaluation Score				
Self-Evaluation Narrative:						

Holistic Professionalism Score (STE Director use only)	U	B	S	D	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Distinguished: *indicates a truly exceptional level of performance*

Skilled: *indicates a level of strong performance*

Baseline: *indicates a level of just meeting expectations*

Unsatisfactory: *indicates a level of not meeting basic expectations*