FACULTY EVALUATION FORM
College of Business and Economics
Western Washington University

This form is to be used for recording peer evaluations for personnel actions within the College of Business and Economics. Please refer to the current Faculty Handbook and CBE supplementary materials for information relative to qualifications for these actions.

Faculty Member's Name, Rank, and Department of appointment:

Evaluator's Name, Rank, and Tenure Status:

Period during which Evaluator has known the faculty member:

Period which this evaluation covers:

Date of this evaluation:

PERSONNEL ACTION UNDER CONSIDERATION

_______ Tenure and Promotion to the rank of ________________________________

_______ Tenure only

_______ Promotion to the rank of ________________________________

_______ Annual (Probationary) Review

_______ Post Tenure Review (PTR)

Instructions for Sections I, II, III, and IV

For Sections I, II, and III complete parts A, B and C of each by placing appropriate check marks in sections A and C and by providing supporting statements in section A and B. To be considered complete section “A” must include justifications. In Section V provide your summary judgment along with any additional comments you care to provide.

Internal peer evaluation: an evaluation from any faculty member employed at Western Washington University, whether in the candidate's department or not.
**External evaluation**: an evaluation from a person at another university, or elsewhere outside of Western Washington University.

Internal peer evaluations are not subject to disclosure to the public. They remain available only to the chair, review committees, and others making the evaluation. After the review procedure is complete, the candidate may obtain access by submitting a written request to the dean of the college or library.
I.  TEACHING:

A. The following critical dimensions of teaching have been provided to help you evaluate the performance of this faculty member. Please circle the value reflecting your perception of the faculty member's level of achievement for each dimension where NE = no evidence or other basis for judgment, 1 = well below standard, 2 = marginally below standard, 3 = satisfies standard, 4 = well above standard, and 5 = exemplary. Below each scale, please describe the evidence you used as a basis for your judgment. Your “Overall” evaluation (Part “C”) is not expected to be a simple average of these ratings, but should integrate your professional judgment regarding the relative importance of each dimension. Please refer to Addendum 1 for a description of the critical dimensions.

1. Knowledge of the subject matter
   *Basis for judgment:*
   NE 1---------2--------3--------4--------5

2. Provision of an effective learning environment
   *Basis for judgment:*
   NE 1---------2--------3--------4--------5

3. Effectiveness in classroom presentations
   *Basis for judgment:*
   NE 1---------2--------3--------4--------5

4. Motivation of students
   *Basis for judgment:*
   NE 1---------2--------3--------4--------5

5. Preparation of students for future courses
   *Basis for judgment:*
   NE 1---------2--------3--------4--------5

6. Evaluation of student performance
   *Basis for judgment:*
   NE 1---------2--------3--------4--------5

7. Earns respect of students
   *Basis for judgment:*
   NE 1---------2--------3--------4--------5

8. Pedagogic and curricular innovation
   *Basis for judgment:*
   NE 1---------2--------3--------4--------5

B. Additional information and/or comments:
C. Overall, based on all my knowledge of this faculty member regarding teaching effectiveness, I judge that he/she:

____ demonstrates exemplary performance for this category of personnel action.

____ is well above current college/department standards for this category of personnel action.

____ satisfies the current college/department standards for this category of personnel action.

____ is marginally below the current college/department standards for this category of personnel action.

____ is well below the current college/department standards for this category, and needs major improvement.

____ I abstain or am unable to render a judgment regarding this faculty member and action.

II. RESEARCH/SCHOLARLY ACTIVITY:

A. The following categories of research and scholarly activity have been provided to help you evaluate the performance of this faculty member. These categories may be used to evaluate a faculty member’s progress toward tenure and promotion goals as well as a faculty member’s “maintenance of qualifications” for PTR purposes. Please circle the value reflecting your perception of the faculty member’s level of achievement for each dimension where NE = no evidence, 1 = well below standard, 2 = marginally below standard, 3 = satisfies standard, 4 = well above standard, and 5 = exemplary. Below each scale, please describe the evidence you used as a basis for your judgment. It is not expected that the faculty member will have contributions in all categories listed. Your “Overall” evaluation (Part “C”) is not expected to be a simple average of these ratings, but should integrate your professional judgment regarding the relative importance of each dimension. Please refer to Addenda 1 and 2 for descriptions of the categories and evaluation factors.

1. Learning and pedagogical research
   
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<th>Basis for judgment:</th>
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<tbody>
<tr>
<td>quality</td>
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<tr>
<td>quantity</td>
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</table>

2. Contributions to practice/applied research:

   | quality | NE | 1------2--------3--------4--------5 |
   | quantity | NE | 1------2--------3--------4--------5 |
Basis for judgment:

3. Discipline-based research:

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<th></th>
<th>NE</th>
<th>1</th>
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<td>quality</td>
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Basis for judgment:

B. Additional information and/or comments:

C. Overall, based on all my knowledge of this faculty member regarding research, publications, and other scholarly/creative activity, I judge that he/she:

_____ demonstrates exemplary performance for this category of personnel action.
_____ is well above current college/department standards for this category of personnel action.
_____ satisfies the current college/department standards for this category of personnel action.
_____ is marginally below the current college/department standards for this category of personnel action.
_____ is well below the current college/department standards for this category, and needs major improvement.
_____ I abstain or am unable to render a judgment regarding this faculty member and action.
III. SERVICE:

A. The following categories of service have been provided to help you evaluate the performance of this faculty member. Please circle the value reflecting your perception of the faculty member's level of achievement for each dimension where NE = no evidence, 1 = well below standard, 2 = marginally below standard, 3 = satisfies standard, 4 = well above standard, and 5 = exemplary. Below each scale, please describe the evidence you used as a basis for your judgment. It is not expected that the faculty member will necessarily have contributions in all categories listed below. Your “Overall” evaluation (Part “C”) is not expected to be a simple average of these ratings, but should integrate your professional judgment regarding the relative importance of each dimension.

1. Service to the department
   Basis for judgment:
   NE 1-------2---------3--------4-------5

2. Service to the college
   Basis for judgment:
   NE 1-------2---------3--------4-------5

3. Service to the university
   Basis for judgment:
   NE 1-------2---------3--------4-------5

4. Service to the profession
   Basis for judgment:
   NE 1-------2---------3--------4-------5

5. Professional service to the community
   Basis for judgment:
   NE 1-------2---------3--------4-------5

B. Additional information and/or comments:

C. Overall, based on all my knowledge of this faculty member regarding service effectiveness, I judge that he/she:

   ____ demonstrates exemplary performance for this category of personnel action.
   ____ is well above current college/department standards for this category of personnel action.
   ____ satisfies the current college/department standards for this category of personnel action.
   ____ is marginally below the current college/department standards for this category of personnel action.
is well below the current college/department standards for this category, and needs major improvement.

I abstain or am unable to render a judgment regarding this faculty member and action.

IV. SUMMARY RECOMMENDATION:

Please place a check in the appropriate area based on your evaluation of this faculty member.

A. RECOMMENDATION:

I recommend for the proposed action.

I recommend for ________________ and against ________________.

I recommend against the proposed action.

I wish to abstain for the reason stated below.

B. ADDITIONAL COMMENTS:

Signature

Date