Dear Members of the Faculty,

Attached to this message are the forms for Annual Evaluations of Faculty, Department Heads, and Deans. In the interest of “being green,” may I please urge you to read the notes below BEFORE YOU PRINT OUT the document, because no one person really needs to print the document in its entirety.

1. FACULTY members will need:

   Pages 1-5 – general instructions plus your Personal Data Sheet template

2. DEPARTMENT HEADS and DEANS will need:

   Pages 1-2 – general instructions
   Pages 6-10 – your Personal Data Sheet template

3. The faculty’s evaluation of their Department Head (or Dean, for Education and Business), as well as the Department Heads’ evaluations of their Dean, will be done online. You will receive e-mail instructions about how this works within the next couple of weeks, and we will ask you to complete the online evaluation by 25 March.

4. Please remember that the State of South Carolina changed the rating system we use for all state employees. The possible categories of performance are now Exceptional, Successful, and Unsuccessful.

5. Please pay particular attention to the Calendar of deadlines on Page 2 and submit both your own PDS to the appropriate Dean or Department Head and your online evaluation of your Dean or Department Head by March 25th.

6. The annual Personal Data Sheets are required for all full-time tenured or tenure-track faculty members. Other faculty members (adjuncts, part-time) should check with their Department Head or Dean about their expectations for your annual review.

Thanks,

Mark Bebensee

Associate Provost for Academic Affairs

Faculty Evaluation Packet for CY 2012 on Following Pages
EVALUATION PACKET FOR 2012

Item 1. Schedule for submissions and actions

Item 2. Personal Data Sheets for Faculty

Each faculty member should provide information and documentation on each designated area for the period under review.

Item 3. Faculty Evaluation Summary Sheet

NOTE: The State no longer uses the “Substantially Exceeds, Exceeds, Meets and Does Not Meet” rating scale for employee evaluations (including faculty evaluations). The current possible ratings are Exceptional (previously Exceeds or Substantially Exceeds), Successful (formerly Meets), and Unsuccessful (formerly Does Not Meet).

With or without the submission of Personal Data Sheets by the faculty member, the Department Head or Dean, as appropriate, must rate the performance of each faculty member as Exceptional, Successful, or Unsuccessful. Each faculty member will have the opportunity to comment on his/her evaluation and rating. ANY FACULTY MEMBER WHO DOES NOT PARTICIPATE IN THE EVALUATION PROCESS THROUGH THE SUBMISSION OF PERSONAL DATA SHEETS WILL BE INELIGIBLE FOR ANY FUTURE SALARY INCREASE WHICH MIGHT BECOME AVAILABLE, REGARDLESS OF THE RATING GIVEN BY THE DEPARTMENT HEAD OR DEAN, AS APPROPRIATE.

Item 4. Personal Data Sheet for Department Heads

Each Department Head should provide information and documentation on the designated areas of administrative responsibility as well as on those areas addressed by all members of the faculty.

Item 5. Department Head Evaluation Summary Sheet

With or without the submission of Personal Data Sheets by the Department Head, the Dean is to rate the performance of each Department Head as Exceptional, Successful, or Unsuccessful. Each Department Head will have the opportunity to comment on his/her evaluation and rating. ANY DEPARTMENT HEAD WHO DOES NOT PARTICIPATE IN THE EVALUATION PROCESS THROUGH THE SUBMISSION
OF PERSONAL DATA SHEETS WILL BE INELIGIBLE FOR ANY FUTURE SALARY INCREASE WHICH MIGHT BECOME AVAILABLE, REGARDLESS OF THE RATING GIVEN BY THE DEAN.

Department Head/Dean Evaluation by Faculty and Dean Evaluation by Department Head

These will be done online. Please watch your e-mail for further information and instructions.

**Item 1:**

**SCHEDULE FOR SUBMISSION AND ACTIONS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>By 31 January</td>
<td>PDS are distributed to Faculty, Department Heads, and Deans.</td>
</tr>
<tr>
<td>By 1 February</td>
<td>Results of Student Evaluations of Instruction for Fall Term 2012 are distributed to faculty electronically and to Department Heads and Deans via CD-ROM.</td>
</tr>
<tr>
<td>By 25 March</td>
<td>Faculty submit completed PDS to Department Heads.</td>
</tr>
<tr>
<td></td>
<td><strong>Faculty submit ONLINE evaluations of Department Head or Dean, as appropriate.</strong></td>
</tr>
<tr>
<td></td>
<td>Department Heads submit completed PDS to Dean.</td>
</tr>
<tr>
<td></td>
<td><strong>Department Heads submit ONLINE evaluations of Deans.</strong></td>
</tr>
<tr>
<td>By 22 April</td>
<td>Department Head or Dean, as appropriate, reviews PDS of Department Faculty.</td>
</tr>
<tr>
<td></td>
<td>Prior to their scheduled meetings, Department Head or Dean, as appropriate, provides each faculty member a completed copy of his/her evaluation Summary Sheet with a rating of Exceptional, Successful, or Unsuccessful.</td>
</tr>
<tr>
<td></td>
<td>Department Head or Dean, as appropriate, holds individual conferences with each faculty member.</td>
</tr>
<tr>
<td></td>
<td>Department Head or Dean, as appropriate, finalizes and documents each</td>
</tr>
</tbody>
</table>
faculty member's rating on his/her evaluation Summary Sheet, and each faculty member is given the opportunity to comment on his/her evaluation and rating.

Department Head submits to his/her Dean a copy of evaluation Summary Sheet, with rating, for each faculty member.

Dean reviews Personal Data Sheets of Department Heads and Faculty Evaluations of Department Heads.

Prior to their scheduled meeting, Dean provides each Department Head a completed copy of his/her evaluation Summary Sheet, with rating of Exceptional, Successful, or Unsuccessful.

Dean holds individual conferences with Department Heads.

Dean finalizes and documents each Department Head’s rating on his/her evaluation Summary Sheet, and each Department Head is given the opportunity to comment on his/her evaluation and rating.

Dean submits to the Provost/Dean of the College a copy of evaluation Summary Sheet, with rating, for each Department Head.

By 29 April

Provost/Dean of the College approves final ratings.

Item 2:

PERSONAL DATA SHEETS FOR FACULTY FOR SPRING 2012 and FALL 2012

Name:

School/Department:

The following sections of the Personal Data Sheets provide each faculty member the opportunity to describe noteworthy contributions which he or she has made to the profession of
teacher/scholar during the period being reviewed. To assist in this effort, each major area of responsibility has been divided into three components as follows:

I. Teaching Effectiveness/Student Learning

Preparation--Please describe those enhancing activities which you have undertaken as you prepared to meet your teaching responsibilities (e.g., exceptional course syllabi; unusually creative slide presentations, computer simulations, or homework assignments; etc.).

Presentation--Please describe any enhancing efforts which you have made in presenting your subject matter to your students (e.g., unusual testing or instructional approaches, successful efforts which motivated students to learn, etc.).

Student Contact Outside the Classroom--Please describe efforts to enhance student learning beyond the normal classroom contact (e.g., extensive work with students outside class, efforts to serve as an academic model for students, etc.).

II. Scholarly and Professional Activities

Publications--Please list and provide copies of your writings as they relate to the profession of teacher/scholar (e.g., books, papers, articles, etc. authored; publications edited; etc.).

Presentations to Colleagues in Scholarly or Professional Forums--Please list any papers you have presented and any participation in conferences related to the profession of teacher/scholar (e.g., professional recognitions received, conference sessions conducted, seminars presented, etc.). Where available, please provide copies of these presentations.

Other Scholarly or Professional Activities--Please describe any scholarly or professional activities which have not been presented under other categories (e.g., research grants, departmental presentations, workshops attended, professional development activities, ongoing scholarly or professional projects, etc.).

Outside grants include grants from The Citadel Foundation, NSF, NEH, or any other source "outside" The Citadel. However, the award must be made through The Citadel. Those made through other organizations do not address Performance Funding indicators. (Please identify those addressing economic development issues of the local community or State and those related to K-12 teacher education reform.)

III. Service
Associate Provost for Academic Affairs
January 22, 2013

Service to the College--Please describe all service activities which have been directed toward the College (e.g., Faculty Council, organization of conferences or seminars, college-wide ad hoc assignments, standing college-wide committee assignments, etc.).

Service to the Students--Please describe all service activities which have been directed toward students or student organizations (e.g., advisor to student organizations, organizing student conferences, faculty company academic advisor, advising individual student majors, etc.).

Service to the Community or Public--Please describe all professionally related efforts for which compensation may or may not have been received which are of benefit to the Charleston community, State, region, or nation with special emphasis on those efforts related to the economic, cultural, or community development of these areas.

- Service for which NO compensation was received.
- Service for which compensation was received.

Service to the Discipline--Please describe all service activities which have been directed toward professional organizations of your discipline or other related professional organization (e.g., holding an office in a local, state, regional, or national organization related to the profession of Teacher/Scholar; serving on an editorial board for a professional publication; serving on the program committee for a professional organization; etc.).

Realizing that the profession of teacher/scholar is complex, the College does not wish to prescribe the activities of its faculty. The statements of clarification for each area of responsibility are meant, therefore, to provide direction and not to stifle the variety of contributions which a faculty member might wish to describe.
Item 3:

FACULTY EVALUATION SUMMARY SHEET

FOR SPRING 2012 and FALL 2012

Name:

Summary of Evaluation:

Suggestions:

Overall Rating:

Comments by Faculty Member:

____________________________________
(Signature, Faculty Member)          Date
____________________________________

(Signature, Department Head or Dean, as appropriate)      Date
Item4: PERSONAL DATA SHEETS FOR DEPARTMENT HEADS

FOR SPRING 2012 and FALL 2012

Name:

Department:

The following sections of the Personal Data Sheets provide each Department Head the opportunity to describe noteworthy contributions made in addressing specific administrative responsibilities during the period being reviewed.

I. Department Leadership and Faculty Development

Please cite and document specific actions taken in the areas of Department Leadership and Faculty Development (e.g. efforts to engage faculty in shared discussion of the issues or developments in the academic discipline; efforts to engage faculty in dialogue about college and department issues, policies, and/or problems; development of priorities for the department and the strategy for achieving these goals; effort to help each faculty member develop a perception of his or her role in the department and future actions which will enhance the faculty member’s performance.)

II. Department Planning and Program Assessment

Please cite and document specific actions taken to address Department Planning and Program Assessment (e.g. assessment plans for each academic program and evidence that the entire department is assuming responsibility for program assessment; departmental planning process and documents reflecting the results of that process.)
III. Management of Department Operations

Please cite and document specific actions taken in Managing Department Operations (e.g. process of distributing teaching loads; process of keeping faculty informed on issues facing the department and the College and engaged in addressing these issues.)

IV. Department Relationships Within and Outside the College

Please cite and document specific actions to enhance Department Relationships Within and Outside the College (e.g. interactions with other departments on program and/or discipline issues; department initiated and sponsored community-oriented activities).

V. Other Areas of Responsibility

Please cite and document specific actions taken to address areas of responsibility or annual department goals not covered above.

The following sections of the Personal Data Sheets provide each Department Head the opportunity to describe noteworthy contributions which he or she has made to the profession of teacher/scholar during the period being reviewed. To assist in this effort, each major area of responsibility has been divided into three components as follows:

I. Teaching Effectiveness/Student Learning

Preparation—Please describe those enhancing activities which you have undertaken as you prepared to meet your teaching responsibilities (e.g., exceptional course syllabi; unusually creative slide presentations, computer simulations, or homework assignments; etc.).
Presentation--Please describe any enhancing efforts which you have made in presenting your subject matter to your students (e.g., unusual testing or instructional approaches, successful efforts which motivated students to learn, etc.).

Student Contact Outside the Classroom--Please describe efforts to enhance student learning beyond the normal classroom contact (e.g., extensive work with students outside class, efforts to serve as an academic model for students, etc.).

II. Scholarly and Professional Activities

Publications--Please list and provide copies of your writings as they relate to the profession of teacher/scholar (e.g., books, papers, articles, etc. authored; publications edited; etc.).

Presentations to Colleagues in Scholarly or Professional Forums--Please list any papers you have presented and any participation in conferences related to the profession of teacher/scholar (e.g., professional recognitions received, conference sessions conducted, seminars presented, etc.). Where available, please provide copies of these presentations.

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III. Service

Service to the College--Please describe all service activities which have been directed toward the College (e.g., Faculty Council, organization of conferences or seminars, college-wide ad hoc assignments, standing college-wide committee assignments, etc.).

Service to the Students--Please describe all service activities which have been directed toward students or student organizations (e.g., advisor to student organizations, organizing student conferences, faculty company academic advisor, advising individual student majors, etc.).
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Item 5:

DEPARTMENT HEAD EVALUATION SUMMARY SHEET
FOR SPRING 2012 and FALL 2012

Name:

Summary of Evaluation:

Suggestions:

Overall Rating:

Comments by Department Head:

__________________________________________
(Signature, Department Head)          Date

_______________________________________
(Signature, Dean)                      Date