INSTRUCTIONS FOR ANNUAL FACULTY EVALUATIONS

In order to create consistency among the University’s colleges and departments, and to minimize discrepancies with annual evaluations and the Board of Governors’ reports, the Provost’s Office requests that the following instructions be reviewed prior to completing the annual faculty evaluations. Please note that a few changes have been made to clarify requested information.

Faculty member information
• Please record the calendar year for which the evaluation applies.
• Check if the appointment is a 9- or 12- month appointment. If neither, please specify how many months.
• Check if the appointment is a regular or special appointment.

Evaluation Categories
• Rate the effort distribution (in percentages) for each of the three evaluation categories: (1) Instruction, Advising and Mentoring, (2) Research, Scholarship and Creative Activity, and (3) University/Professional/Public Service and Outreach. *(The percentage numbers should total 100% for the overall evaluation score.)*
• Select one of the five ratings which best matches the faculty member’s accomplishments.

Summary Comments
• Include comments and documentation for each category in support of the evaluation ratings.

Procedures and Guidelines
Please note the following directives to be used when completing the annual evaluation.

• annual evaluation forms are due in the Provost’s Office by April 1 each year
• please note that the evaluation form has been revised and can be downloaded from the Provost’s website under “Faculty Resources” at http://www.provost.colostate.edu/index.asp?url=faculty_affairs
• for evaluative comparisons and reporting purposes, the five ratings noted on the form are the only ratings that should be used
• please clearly mark your ratings in each of the four boxes indicated (Instruction, Research, Service and Overall)
• summary comments should be limited to the area provided on the form; the faculty member’s comments, if any, may be attached but should be the only attachment to the form
• please complete all requested information and secure all signatures before forwarding for submission

Finally, please check the box in the lower left hand corner if comments from the faculty member are included with the evaluation, and secure all necessary signatures.

Thank you for your assistance in ensuring that CSU maintains a high quality faculty annual evaluation process.