

ANNUAL FACULTY ACADEMIC RECORD & EVALUATION

Reporting Period (May 1, 2015 to April 30, 2016)

[Timeline: ADU faculty will submit their evaluation form on April 30 to their department Chairs; Chairs will review the evaluation, meet with the faculty and submit their evaluation to the VP/Provost by May 30. Final evaluation and recommendation will be completed by June 15]

Name: _____ Academic Rank / Level: _____

Title: _____ Department/Program: _____

Administrative Assignment (if any): _____

The academic life of a faculty member at Adventist University of Health Sciences is defined by committed efforts to advance the mission, effective teaching, engagement in scholarly activities to advance knowledge, professional contributions, service to the university and community, and exemplary citizenship. Therefore, the purpose of this evaluation is for faculty to demonstrate ongoing professional growth in each of the performance domains (mission, teaching, scholarship, service, and citizenship), and carry out faculty responsibilities as listed in the faculty contract. Recommendation and approval of level change within each rank will be based on demonstrated progress and achievement of the goals set from the previous year.

I. MISSION

- A. Briefly describe your mission activities and any other information you consider relevant to this evaluation. [Example of mission related activities can include but is not limited to the following: devotional(s), prayer(s), faith journaling, student prayer request list, engaging chaplains (in-school or hospital), participation in local or international mission trip(s), service learning activities, faith-integration activities or curriculum objectives in class, treatment of others (students, staff, faculty), out of campus mission or faith related activities with students, home vespers, selection of texts (articles, books, online resources), etc.]

Mission Accomplishments	Prior Year

- B. Please reflect on the mission of ADU (Educate professionals that embrace Healthcare as Ministry; Core Values—Nurture, Excellence, Spirituality and Stewardship) and how has it made a difference in the lives of your students, colleagues, campus, or community?

- C. Provide a minimum of two **Mission** goals for the *upcoming academic year* (May 1, 2016 to April 30, 2017). For example, a mission goal could be related but not limited to the following types of activities: devotional(s), prayer(s), faith journaling, student prayer request list, engaging chaplains (in-school or hospital), participation in local or international mission trip(s), service learning activities, faith-integration activities or curriculum objectives in class, treatment of others (students, staff, faculty), out of campus mission or faith related activities with students, home vespers, selection of texts (articles, books, online resources), etc.

Faculty Mission Goals	Action Steps for Achievement

II. TEACHING

- A. List courses and/or lectures you have been teaching for the University.

- B. Describe your **Teaching** accomplishments, inclusive of the key question(s) below and summarize any other information you consider relevant to this evaluation.
1. What were your Goals/Major teaching achievements/Teaching innovations this past year?
 2. What were the outcomes? What have you learned through your teaching experiences?

Faculty Teaching Achievements/Innovations Prior Year	Outcomes

- C. If applicable, reflect on your experience and learning, as a recipient of feedback, through the Formative Dialogues (Peer Review) process. Include the date(s) and name of reviewer(s) that provided peer feedback.

- D. Provide a minimum of two **Teaching** goals for the *upcoming academic year* (May 1, 2016 to April 30, 2017).

Faculty Teaching Goals	Action Steps for Achievement

III. SCHOLARSHIP AND PROFESSIONAL ACTIVITY

- A. List **scholarly/research activity**, if any, for this reporting period indicating the status for each (e.g. in progress, submitted for peer review, published/presented). Please use Boyer’s definition of scholarship as summarized in the Faculty Handbook Appendix F. Also, include work on grants (e.g., submitted/accepted, funded/not funded), copyrights, patents, software created, work on accreditation, and scholarly activities related to degree completion, etc.

Faculty Scholarship/Research Activities Prior Year	Outcomes

- B. List, as appropriate, other **professional development** activities such as active involvement in professional organizations (offices held, commissions, board of directors, or committee participation); acquisition of continuing education credits; professional consultancies; contributions as editor, judge, or reviewer; organized conferences or sessions, public lectures, workshops, seminars, or projects which you participated; research for new course preparation; grant writing to support student scholarships, equipment, or special education experiences, etc.

Faculty Professional Activities Prior Year	Outcomes

- C. Provide a minimum of one **scholarship/research** and one **professional activity** goal for the *upcoming academic year* (May 1, 2016 to April 30, 2017).

Faculty Scholarship/Research and Professional Activity Goals	Action Steps for Achievement

IV. SERVICE

A. List **department and university service** including committees, taskforces, projects, assessment, advising, mentoring of students and colleagues and/or staff, etc. Include **co-curricular activities** that enhance faculty-student relationships (e.g. student club advisor, orientation).

University Service Activities Prior Year	Outcomes

B. List **community service** activities where you have contributed and made an impact on at a local, state, national or international level with non-profits, churches, or community organizations.

Community Service Activities Prior Year	Outcomes

C. Provide a minimum of two **Service** goals for the **upcoming academic year** (May 1, 2016 to April 30, 2017).

Faculty Service Goals	Action Steps for Achievement

V. UNIVERSITY CITIZENSHIP

A. Definition: University citizenship includes, but is not limited to:

- Exhibits tact, respect, and consideration of others
- Supports colleagues and students
- Demonstrates cooperative and positive spirit
- Fulfills assigned responsibilities
- Consistently reliable in meeting teaching, committee assignments, and other university duties
- Contributes to the priorities and needs of the department and university
- Consciously controlling costs while improving operations

B. Describe your **University Citizenship** contributions and summarize any other information that you consider relevant to this evaluation.

University Citizenship Contributions Prior Year	Outcomes

C. Provide a minimum of two **University Citizenship** goals for the *upcoming academic year* (May 1, 2016 to April 30, 2017).

University Citizenship Goals	Action Steps for Achievement

ANNUAL FACULTY SUMMATIVE EVALUATION TO BE COMPLETED BY CHAIR

Reporting Period (May 1, 2015 to April 30, 2016)

Name: _____ Department/Program: _____

To determine the annual performance rating of a **faculty member's professional growth**, the department chair will assess the accomplishments based on the Annual Faculty Academic Record & Evaluation. Please use the rating scale below:

I. Performance Domains

Lacked Professional Growth (1)	Limited Professional Growth (2)	Achieved Professional Growth (3)	Exceeded Professional Growth (4)
Performance does not meet expectations.	Performance falls below expectations. However, there is sufficient potential demonstrated.	Performance consistently meets expectations.	Performance consistently or significantly exceeds expectations

Performance Domains	Department Chair/Program Director Comments/Review	Rating Value
I. Mission		
II. Teaching		
III. Scholarship/Research, and Professional Activity		
IV. Service		
V. University Citizenship		
Total rating		

II. Faculty Responsibilities

Indicate the degree to which the faculty are engaged in the following:

	Never (0)	Sometimes (1)	Always (2)	Rating Value
a. Records student class attendance as required				
b. Provides grades and gives feedback in a timely manner				
c. Submits final grades on time to the registrars' office				
d. Attends meetings and classes on time				
e. Completes course assessment processes using outcome tracking software				

Total Rating Value for : (Add rates for items a – e): _____

f. Updated Annual Curriculum Vita provided

g. All Teacher/Course evaluations reviewed

For Level Advancement:

A minimum score of 15 on the Performance Domain and a minimum score of 8 on the Faculty Responsibilities section is required for Recommended Level Advancement: II III IV

Faculty Comments (optional)	Chair Comments (optional)

Signature: _____
Faculty member*

Date

Signature: _____
Department Chair

Date

Signature: _____
VP for Academics/Provost

Date

Faculty will seek Rank Advancement for 20__ - 20__

*The faculty member's signature verifies that this appraisal was given and does not necessarily indicate that the faculty member agrees with the appraisal.