

Academic Performance Evaluation and Professional Development of Faculty Nebraska College of Technical Agriculture

Instructions for completion

1. Faculty evaluations will be held each spring semester between late February and the middle of March.
2. The Dean's office will schedule a meeting with each faculty member one to two weeks in advance.
3. The faculty member should electronically submit the performance evaluation form with the top section (personal information) completed.
4. The faculty member should also complete a 2-3 page self-assessment report to be submitted electronically to the Dean's office two to three days prior to the evaluation meeting.
5. The self-evaluation document should address the bulleted items outlined in the performance areas of "Accomplishments, Impacts, and Goals".
6. In addition, the self-evaluation document should also address the following:
 - a. A summary of any SLO changes, if any, that need to be made for next year
 - b. A summary of student course evaluations
 - c. Use of appropriate instructional technology
 - d. Engagement in college wide activities such as clubs, committees, etc.
 - e. Supporting and nurturing students both in and out of class
 - f. Cooperation with colleagues and other college employees
 - g. Use of college resources efficiently and appropriately
7. After the evaluation meeting, the Dean will fill out the "Comments" section of the evaluation instrument along with the evaluation of performance areas and return electronically.
8. The faculty member will have an opportunity to fill out any comments related to the Dean's evaluation and rationale.
9. The faculty member should print the evaluation form, manually check the box regarding sexual harassment training, and sign the form.
10. Return the hard copy form of the evaluation instrument to the Dean's office.
11. The Dean will sign the final copy, scan and email an electronic copy, and put the original hard copy in the faculty member's mailbox.