**2021 Annual Faculty Evaluation**

**College of Media and Communication**

**Faculty name**

**Department of [ ]**

This document constitutes an annual review of Dr./Prof. faculty name teaching, research, and service for the calendar year starting with January 1, 2021, and ending with December 31, 2021. In accordance with TTU OP 32.32 and CoMC OP 101.2, I have carefully read and examined [faculty name’s] 2021 Digital Measures report, course syllabi, peer and student teaching evaluations, published research, and other appropriate factors covering the previous calendar year, and this assessment is based on those materials. This evaluation is based upon a workload allocation of \_\_% Teaching and \_\_% Service. Note any special considerations such as course reductions for administration or service.

Dr. faculty name was hired month and year as a faculty rank and title (assistant professor, instructor, etc.)

**Teaching—Regular Faculty Appointment**

In 2021, Dr. faculty name taught # courses. These include [list course numbers and names]. [Mention any special considerations, such as how many of these were new course preparations for this instructor.] These courses, along with enrollments and evaluation scores, are indicated in the table below.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Term** | **Prefix** | **Course #** | **Course Title** | **Sec #** | **Enrollment** | **# of Responses** | **Course Objectives** | **Effective Instructor** | **Learning Experience** |
| **SPRING 21** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **FA 21** |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  | **Averages** |  |  |  |  |

[Insert summary statement about numeric scores: above, below, or near college averages].

[Insert summary statement about qualitative comments, and then provide selected examples].

[Discuss faculty member’s peer evaluation report].

[Discuss faculty member’s self-reflection, if they provided one in Digital Measures.]

**Teaching—Summer or Overload** [delete this section if faculty did not teach summer or overload]

In 2020, Dr. faculty name taught # courses in [indicate summer teaching or semester overload]. These include [list course numbers and names]. [Mention any special considerations, such as how many of these were new course preparations for this instructor.] These courses, along with enrollments and evaluation scores, are indicated in the table below.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Term** | **Prefix** | **Course #** | **Course Title** | **Sec #** | **Enrollment** | **# of Responses (% of enrollment)** | **Course Objectives** | **Effective Instructor** | **Learning Experience** |
| **SPRING 21** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **FA 21** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | **Averages** |  |  |  |  |

[Insert summary statement about numeric scores: above, below, or near college averages].

[Insert summary statement about qualitative comments, and then provide selected examples].

[Note any external validations of teaching, such as awards or honors.]

Contributions to Graduate Program [for professors of practice who do not teach graduate courses, delete this section]

[Paragraph summary of faculty member’s graduate program contributions, including MA and PhD committee involvement, direction of 6050 projects, graduate independent studies, supervision of research assistants, ????]

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| --- | --- | --- |
| **STUDENT NAME** | **PROJECT TYPE AND INVOLVEMENT** | **STATUS** |
|  | e.g., “Chair of MA Thesis Committee” or “Member of Dissertation Committee” | Complete or in-progress |
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**Service**

* Discuss departmental, college, and professional service activities in the calendar year
* Consult appointment letter for language on specific service expectations.

**Professional Excellence and Currency (for professors of practice only)**

* Discuss achievements related to professional excellence and currency

[Note: This expectation is stated as follows in current appointment letters: “As part of being an Assistant Professor of Practice, you are expected to (a) maintain and continually modernize and advance your professional skills and knowledge, (b) actively participate in the profession and media industry, and (c) help CoMC keep modernizing and advancing its curriculum. You may maintain currency by attending professional conferences and successfully completing skills workshops, joining professional organizations or associations, becoming an officer in such organizations, publishing in trade publications, and creating other kinds of professionally recognized media content. Content that wins national or international recognition via external awards of merit will be especially appreciated and noted as a sign of your success.”]

**Administrative duties (indicate N/A if the faculty member does not have administrative duties)**

* If a professor of practice holds an administrative position, that administrative work should be evaluated in this section.

**Professional Conduct**

All faculty in our college are expected to conduct themselves in a manner that is consistent with [OP 32.01A: Texas Tech University Statement of Ethical Principles](https://www.depts.ttu.edu/opmanual/OP32.01.pdf). Specifically, Texas Tech University faculty are expected to “abide by” and “promote” the following values: mutual respect, cooperation and communication, creativity and innovation, community service and leadership, pursuit of excellence, public accountability, and diversity.

* Discuss and evaluate professional conduct: acknowledge successes, notable contributions, problems, and/or suggestions for improvement
* Refer to pertinent documentation for any incidents that occurred during the period of evaluation.
* Refer to relevant OPs, which may include the following:
	+ [OP 32.01A: Texas Tech University Statement of Ethical Principles](https://www.depts.ttu.edu/opmanual/OP32.01A.pdf)
	+ [OP 32.06: Faculty Responsibility](http://www.depts.ttu.edu/opmanual/op32.06.php)
	+ [OP 10.20: Conflict of Interest and Commitment](http://www.depts.ttu.edu/opmanual/op10.20.php)

**Overall Assessment and Recommendations**

* Provide a summary statement along the lines of “[Faculty name] is meeting/failing to meet/exceeding expectations in teaching and service/professional currency/administrative duties.”
* Mention suggestions for improvement, make note of improvement from previous year
* Mention projects or initiatives that are in progress
* Assessment of, and recommendations regarding, current efforts to maintain graduate faculty status (including theses, 6050 projects, and independent studies, as well as research or creative activity) [leave this out for faculty who do not teach in the graduate program]

**Administrative signatures:** This summary is based on student evaluations, teaching peer reviews, the faculty member’s annual report, and my observations and knowledge, and any external validations of teaching such as awards or honors. It represents my best judgment of the faculty member’s annual performance.

[Department chair and title] Date

**Faculty Member’s Acknowledgement**. I have had the opportunity to review this report and discuss it with the department chair. My signature does not necessarily mean I agree with the report. I understand I may attach written comments if I choose to do so within the next seven days.

 [Faculty Name] Date

 Department of [Department Name]