**2021 Annual Faculty Evaluation**

**College of Media and Communication**

**Faculty name**

**Department of [ ]**

This document constitutes an annual review of Dr. 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 40% Teaching, 40% Research, and 20% 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 (% of enrollment)** | **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 2021, 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

[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, ????] **For graduate faculty, include at least 1-2 sentences that specifically address the faculty member’s contributions to dissertations and/or PhD advising. Keep in mind that contributions to the PhD program are an important consideration in tenure and promotion decisions, so these contributions should be highlighted, and the faculty member should be given specific directives if improvement is needed.**

|  |  |  |
| --- | --- | --- |
| **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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**Research**

* Report peer-reviewed articles that were published during the calendar year. Note: if an article is published “online-first” (or other similar designation) before it is officially assigned to a volume and issue, the year of publication, for annual evaluation purposes, will be the year in which the article is assigned a digital object identifier (DOI). The same article will not be reported again in subsequent years, even if its official publication date is later than the year in which it was assigned a DOI.
* Do not report peer-reviewed articles that are “forthcoming” or “in press” in this section of the evaluation (i.e., articles not yet published online-first or assigned a doi). These can be mentioned in the “Overall Assessments and Recommendations” section at the end.
* Report books or edited collections with a copyright date during the calendar year. (Books that are “forthcoming,” “in press,” or “under contract” can be mentioned in the “Overall Assessments and Recommendations” section at the end).
* For each peer-reviewed publication, **provide a full citation of the article, including a doi and/or link to the published version.** Please also provide a statement about the journal or press quality. If possible, provide a numeric rating of the journal. This will ideally include a rating that is provided by one or more of the following sources:
  1. [Journal Impact Factor](http://ipscience-help.thomsonreuters.com/inCites2Live/indicatorsGroup/aboutHandbook/usingCitationIndicatorsWisely/jif.html) (Please make sure this is a legitimate Impact Factor, provided by Thomson Reuters and documented in the [InCites Journal Citation Reports](https://jcr.incites.thomsonreuters.com/JCRJournalHomeAction.action?SID=B2-QZcvm3vE0ySo7fha8xxx2BjhrMWx2FJohKVlL-18x2doCiYhO7l2yFTPTpUU0DGKQx3Dx3DracYPpDHIbjCTGNCUm0Ylwx3Dx3D-9vvmzcndpRgQCGPd1c2qPQx3Dx3D-wx2BJQh9GKVmtdJw3700KssQx3Dx3D&SrcApp=IC2LS&Init=Yes). Some predatory journals will post fake Impact Factors, so it’s important to verify if you have any doubts).
  2. [Scimago Journal Ranking](http://www.scimagojr.com/) (This website allows you to search for any academic journal by title. It then provides various numeric ratings, including the H-index score as well as quartile ratings for the journal in all of its relevant disciplinary areas.)
  3. Repiso and Delgado-López-Cózar’s rankings of communication journals [Repiso, R. y Delgado López-Cózar, E. (2013). H Index Communication Journals according to Google Scholar Metrics (2008 -2013). EC3 Reports 10, 24. July, 24, 2014.]
  4. If the journal is not included in either of these indexes, then please provide a qualitative statement to assess its quality. You might note, for instance, that it is the only journal publishing in a specialized niche area, or that it is the major journal of an important professional organization. If you cannot find any evidence that this journal is an appropriate publication venue, that needs to be noted in your evaluation.
* Note order of authorship and number of authors
* Report conference presentations and other speaking events (note whether each one is peer-reviewed or invited)
* Use the table below to report grants or funding that were applied for during the calendar year and tracked through Cayuse. Indicate in the “status” column whether proposal is funded, pending, or declined. (Note: Below the table, the department chair can provide a narrative on other forms of external funding activity that are not tracked in Cayuse, such as letters of intent or proposals submitted to foundations).

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| --- | --- | --- | --- | --- | --- | --- |
| Date Submitted | Cayuse Proposal No. | Source | Proposal Total | Investigator % Credit | Investigator Total | Status |
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**Service**

* Discuss departmental, college, university, and professional service activities in the calendar year
* Discuss involvement in faculty mentoring
* Discuss other relevant service and/or engagement that doesn’t fall into above categories

**Professional Conduct**

All faculty in our college are expected to follow the principles of professionalism that are stated in the opening section of Texas Tech Operating Policy 32.01. Faculty are also 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 32.01: Promotion and Tenure Standards and Procedures](https://www.depts.ttu.edu/opmanual/OP32.01.php)
  + [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, research, and service.”
* Mention suggestions for improvement, make note of improvement from previous year
* Mention publications and projects that are in progress, forthcoming, under review, etc.
* Assessment of, and recommendations regarding, current efforts to maintain graduate faculty status (including involvement in dissertations, theses, 6050 projects, and independent studies, as well as research or creative activity)

**Administrative signatures:** This summary is based on student evaluations, teaching peer reviews, the faculty member’s annual report, and my observations and knowledge. 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 my 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]