



HLC Accreditation 2016-2017

Evidence Document

Academic Affairs

Performance Evaluation Forms

Additional information: This evidence includes (1) Evaluation and Signature Form for Faculty and (Teaching) Unclassified Professionals for Calendar Year 2014, and (2) Unclassified Professional Performance Evaluation Form for Calendar Year 2014. Both forms are available at the Academic Affairs web page: <http://webs.wichita.edu/?u=academicaffairs&p=pvpaarforms/evaluationforms/> (accessed August 17, 2015)

**Evaluation and Signature Form for
Faculty and (Teaching) Unclassified Professionals for Calendar Year 2015**

Name _____ Rank _____ Department _____

Type of Appointment _____ Years in Current Status _____ EFT _____ Months _____ Hire Date _____

1. Faculty/ Unclassified Professional Evaluation Committee: *Attach an evaluative statement.*

Based on performance record, reappointment is: _____ Recommended _____ Not Recommended
(Vote Count) (Vote Count)

Signed: _____
Committee Chair Date

2. Department Chair: *Attach an evaluative statement with specific reference to performance and check appropriate spaces below.*

Probationary Faculty _____ Reappointment recommended _____ Reappointment not recommended

Temporary Faculty _____ Reappointment recommended, contingent upon funding

_____ Reappointment not recommended

_____ Position terminates _____ (date)

Unclassified Professionals _____ Reviewed

Tenured Faculty _____ Reviewed

	Teaching	Librarianship, research, scholarship, or creative activities	Service	Overall
Meets expectations				
Does not meet expectations				
N/A				

Signature Form

Faculty Member / Unclassified Professional: (Check items that apply below.)

_____ I have discussed goals for the coming year with the chair, as attached to this evaluation.

_____ I have read this evaluation and had the chance to discuss it with the department chair.

_____ I have read this evaluation, had the opportunity to discuss it with the department chair, and I have ATTACHED A WRITTEN RESPONSE.

Signed _____
Faculty/Unclassified Professional Date

Signed _____
Chair Date

Dean: _____ I concur with this evaluation. _____ I have attached comments.

Signed _____
Dean Date

Provost and Senior Vice President: _____ I concur with this evaluation. _____ I have attached comments.

Signed _____
Provost and Senior Vice President Date

Faculty Activity Record

This format for the Faculty Activity Record has been provided to allow for adjustment of the form for the space needed in each category. Please refer to and complete all items listed on the outline and GIVE ONE COPY TO YOUR CHAIR.

INSTRUCTIONS FOR COMPLETING THE FACULTY ACTIVITY RECORD

GENERAL INFORMATION

The Faculty Activity record is prepared by the faculty member/unclassified professional and submitted for use with the Faculty Evaluation Form at the department level.

The Faculty Activity Record is an annual update of professional activity during a single calendar year. Those employed at WSU for less than a calendar year should indicate the months employed at the top of the first page. Please enter complete name, official rank/title, and department at the top of the first page.

I. INSTRUCTION:

List sequentially all course taught (including independent study [IS] and blue card [BC]) during the Spring, Summer and Fall terms of the calendar year, and indicate credit hours, course number and title, term and official 20th day enrollment. Denote by an asterisk at left if the course was taught for the first time. Librarians should use this space to list activities and accomplishments.

Identify the number of students advised by level.

Identify the number of graduate committees by function: member, chair, or director.

List students with whom you have worked on grants and/or publications and identify the projects.

Outline contributions to curriculum improvement (new course development, course restructuring, internationalizing the curriculum, integrating computers in course content or teaching methodology etc.).

List any involvement as a teacher or participant in WSU or off-campus faculty development activities.

List special recognitions.

II. RESEARCH/CREATIVE ACTIVITY:

Indicate whether you are the sole author or, in the case of collaborations, list the authors in order of the importance of their contributions. List all works published or accepted for publication during the calendar year showing full title, publisher/publication, and date. Clearly indicate expected date for unpublished materials as well as whether refereed or not. Include only those publications/performances, which are considered scholarly contributions to your disciplinary area.

For creative activities (art exhibitions, musical performances, theatre productions). Indicate whether you are the sole creator, or in the case of collaborations, list the creators and the role each played, the place and date exhibited/performed, and indicate whether the activity was refereed/juried and your rating.

Indicate work in progress, including items submitted. If still in the research/preparation stage, write NA under the publisher/place to indicate work has not been submitted.

Indicate applications for grants, contracts, fellowships and leaves by title, sponsoring agency/organization, and date submitted. The amount under \$ funded should be the amount awarded. If the application was not funded, enter NF under \$ Funded.

Indicate consulting, professional presentations, meetings attended, and refereeing of papers/grants or creative activities during the year. Describe the activity, your role, the date the activity occurred and the amount, if any, or remuneration received for services.

List awards, memberships in professional associations and editorships of journals; include election to a leadership role in regional or national professional organizations.

III. SERVICE:

List all university administrative and committee assignments, noting department (D), college (C) or university (U) level. If released time and/or compensation was provided, indicate the number of released hours and/or amount of stipend associated with the activity.

List service or community activities or special services to WSU (eg. Assistance at alumni meetings or student recruiting.).

Remember: the Faculty Activity Record is an account of your professional academic discipline-related activity during the calendar year. The Record should include only those activities related to your faculty assignment (for tenured faculty), to your performance in those areas reviewed for the award of tenure and promotion (for probationary faculty), or to fulfillment of assignment (for unclassified professional and temporary faculty).

WICHITA STATE UNIVERSITY

FACULTY/UNCLASSIFIED PROFESSIONAL ACTIVITY RECORD for Calendar Year 2015 _____
 (Instructions for Completion are included in this document)

Name _____ Rank _____
 Department _____

I. INSTRUCTION:

A. Courses taught (indicate courses taught for first time by an asterisk; list Independent Study and Blue Card Courses and identify by IS or BC).

Cr. Hrs.	Course No. & Title	Term	Enrollment

B. Students advised: Bachelors _____; Masters _____; Doctoral _____; Other (explain) _____.

C. Degree Committees:

Masters - Committee (member) _____ (chair) _____ (director) _____
 Thesis/report/terminal Project (member) _____ (chair) _____ (director) _____
 MFA - Thesis/Terminal Project (member) _____ (chair) _____ (director) _____
 Doctoral - Examination Committee (member) _____ (chair) _____
 Dissertation Committee (member) _____ (chair) _____

Support for students' work through grants and/or publications

Curriculum Improvement (new courses developed, significant course revisions, etc.) explain:

Faculty development activities (participation in workshops, conferences, being/having a mentor, etc.)

Special awards, honors, or other recognition of excellence in teaching.

II RESEARCH/CREATIVE ACTIVITY:

A. Books, articles, compositions, etc., that were published and or accepted for publication. List significant performances, exhibitions, productions directed, etc. If multiple authors or creators, list in order of the magnitude of their contributions.

Title	Publisher/Place	Date	Refereed, Reviewed or Juried

B. Research/creative project in progress (intended for dissemination/publication) and items submitted. (Use NA under publisher/place if work not yet submitted or deadline established):

Title	Publisher/Place	Date	Refereed, Reviewed or Juried

C. Applications submitted for grants, contracts, fellowships and leaves (indicate by P under Funded if decision pending):

Title	Publisher/Place	Date	Funded Y/N + \$Amt.

D. Consultancies, professional presentations/meetings. Paper/grant refereeing activity, contracted publication reviews,

accreditation evaluator, adjudication etc.:

Meeting	Role	Date	Remuneration Y/N
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E. Professional awards, honors, editorships (list teaching awards/honors in Section I):

Meeting	Role	Date	Remuneration Y/N
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III. SERVICE:

A. Administrative (including graduate assistant supervision, etc.), committee activity, or other service within the University (organize by levels and designate; D for School/Dept.; C for College; U for University).

Committee of Activity	Role	Dates or <i>ongoing</i>	Rel. Time (RT) or Remun. Etc. Y/N
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B. Community service, non-credit course taught, and special services to WSU:

Committee of Activity	Role	Dates or <i>ongoing</i>	Rel. Time (RT) or Remun. Etc. Y/N
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C. Service to professional organizations, etc., if not cited in Category II:

Committee of Activity	Role	Dates or <i>ongoing</i>	Rel. Time (RT) or Remun. Etc. Y/N
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