**JACKSON STATE UNIVERSITY**

**FACULTY PERFORMANCE EVALUATION INSTRUMENT**



**Revised Fall 2013**

**Jackson State University**

**Faculty Performance Evaluation Instrument (FPEI)**

The annual faculty performance evaluation provides faculty an opportunity to document and present their accomplishments in the areas of teaching and advisement, research, professional service, academic citizenship, and professional collegiality. This annual evaluation will assess the degree to which faculty members are meeting the goals and objectives of the department, college, and university as outlined in the Faculty Handbook. It also assists in determining eligibility for merit/performance-based pay and promotion and tenure consideration. Any tenured faculty member who receives an unsatisfactory score for two consecutive years on the Faculty Performance Evaluation Instrument (FPEI) will undergo post- tenure review according to established IHL Policy.

Each faculty should prepare a portfolio which department chairs will use to complete the FPEI in consultation with the faculty member. The following documents form the basis for evaluating individual faculty members:

Faculty Goals and Objectives for the current academic year;

 Faculty Statement of Accomplishments (with complete documentation for each item) and narrative addressing the areas of professional collegiality; academic citizenship and university

service; teaching and advising effectiveness; research, scholarly or creative activities; and

professional service;

Faculty Performance Evaluation Instrument (from previous academic years);

Student Instructional Rating System (SIRS); and

Tenure, Promotion, and Post-Tenure Review Portfolio (where applicable).

**GENERAL INSTRUCTIONS**

1. The department chairperson from March 1 – March 31 will evaluate all faculty annually.

2. Each faculty member must maintain a portfolio that includes documentation of accomplishments in the areas of Academic Citizenship; Teaching and Advising Effectiveness; Research, Scholarly or Creative Activities. February 28 is the date by which the department chair must receive the portfolio.

3. Faculty and chair should initial each page of the FPEI and sign the evaluation. The faculty member may indicate agreement or disagreement with the evaluation and may provide a statement of disagreement.

4. The final phase of the annual evaluation process should be the development of the faculty member’s goals for the next academic year.

5. Department chairs should forward their evaluations and comments to the school’s associate dean or college dean by April 1.

**EVALUATION CRITERIA**

The following descriptive criteria suggest the qualitative and quantitative measures that evaluators can use to assess faculty performance objectively and consistently in four of the categories of the faculty performance instrument. Four levels of rating are available as follows:

1 – Unsatisfactory/Needs Improvement 2 – Satisfactory 3 – Good 4 – Outstanding

**Academic Citizenship and University Service**

1 2 3 4

|  |  |  |  |
| --- | --- | --- | --- |
| **Unsatisfactory/Needs**  **Improvement**  No meaningful  contribution in serving  department, college, or university | **Satisfactory**  Participates on departmental  committees; timely with reporting submissions;  participates in university forums and activities;  participates in at least one service activity; attends  faculty meetings | **Good**  Chairs or serves as officer of  departmental/college committees; serves on  department or college committees (faculty senate,  grievance, IRB, curriculum, promotion and tenure);  mentors junior faculty;  Graduate Council; sponsors student organization or serves  as advisor to classes;  participates in outreach programs; participates in two  or more service activities | **Outstanding**  Serves as chair or leader of a  self-study team; serves on university committees  (faculty senate, grievance, IRB, curriculum, promotion  and tenure); mentors junior faculty; chairs or conducts  major assignments with *ad*  *hoc* committees; participates in three or more service  obligations |

**Teaching and Advising Effectiveness**

1 2 3 4

|  |  |  |  |
| --- | --- | --- | --- |
| **Unsatisfactory/Needs**  I**mprovement**  Teaching performance does  not meet standards; errors with advising; frequently  misses classes, office and conference hours not  consistently maintained; no motivation to correct  weaknesses; little curricular  development | **Satisfactory** Exhibits standards of teaching effectiveness; students are challenged to think critically; minimal errors in advising; evaluation perceived as fair and based upon course objectives; available for conference hours; regularly meets classes | **Good**  Teaching responsibilities  fully performed; excellence in teaching and advising;  curriculum development or  redesign (including hybrid courses, use of other  technology); encourages student research; nominated  for teaching award; serves on theses and dissertation  committees | **Outstanding** Exceptional standards of teaching and learning; excellence in advising; develops new courses and redesigns courses for online delivery; engages students; receives teaching award; chairs theses and dissertation committees |

**Research, Scholarly or Creative Activities**

1 2 3 4

|  |  |  |  |
| --- | --- | --- | --- |
| **Unsatisfactory/Needs Improvement** Insignificant research and scholarly activities for rank; lack of research agenda | **Satisfactory**  Active research agenda  without publications, funded  grants; articles(s) published in non-referred journal in  discipline; presentations at  non-juried meetings or professional meetings  manuscripts/textbook reviewer; one article every 3  years published in peer reviewed university wide  publications | **Good**  Publication in approved  journals; active research  agenda with high potential for publication or funding;  presentation of paper at  major conferences;  proposals submitted;  performances and/or exhibits at regional galleries and  music halls; recipient of state, national, or university  research award or  fellowship; | **Outstanding** Significant and rigorous scholarly activity published in high quality or top tier publications; substantial grant funding; creative works performed before juried audiences and music compositions published or  adopted by a reputable press. |

**Professional Service**

1 2 3 4

|  |  |  |  |
| --- | --- | --- | --- |
| **Unsatisfactory/Needs**  **Improvement**  No meaningful or useful  activity in serving community | **Satisfactory**  Provides uncompensated  services to community;  member of a professional  organization related to the discipline | **Good**  Serves as member of an  accreditation site visit team;  presents academic sessions  for professional, business, or community groups;  volunteers with school  districts | **Outstanding**  Holds office in professional  associations, boards, or councils; serves as a  consultant; serves as chair of an accreditation team |

Name Candis Pizzetta

J# 00092988

Department English and Modern Languages

Rank Professor

Date of Evaluation 4/16/25

|  |  |  |
| --- | --- | --- |
| **Performance Criteria and Indicators** | Faculty  Self Evaluation | Chair/ Director  Evaluation |
| **Professional Collegiality -**  • Exhibits professionalism in relations and conduct  • Conducts classes in an appropriate manner (reports to classes promptly, submits grades in a timely manner)  • Reports for work a minimum of 30 hours per week and maintains posted office hours  • Participates in University ceremonies and programs and attends faculty development activities  • Fosters an environment for academic honesty that evaluates students’ achievements reflective of their true merit  • Other relevant factors | 1 2 3 **4** | 1 2 3 4 |
| **Academic Citizenship and University Service** -  • Chairs or conducts major assignments on college or university level committees or on ad hoc committees  • Serves as chair or leader of an accreditation team  • Serves as an officer of a department or school committee  • Chairs a department or school committee  • Serves as sponsor of student organizations or classes  • Submits required forms and documentation in a timely manner (i.e., textbook orders and lists, grades, change of grade forms, etc.)  • Participates in academic related activities such as forums, book reviews, reading of university-wide exams, recitals, or exhibits.  • Mentors junior faculty member  • Other relevant factors | 1 2 3 4 | 1 2 3 4 |
| **Teaching and Advising Effectiveness** -  • Prepares course syllabi according to university template  • Promptly meets all assigned classes for required time limit or makes appropriate arrangements for supervision or faculty substitution with chair’s approval  • Receives satisfactory SIRS rating  • Discusses relevant, up-to-date subject matter and constructs examinations in relation to specific course goals and objectives | 1 2 3 4 | 1 2 3 4 |

|  |  |  |
| --- | --- | --- |
| **Performance Criteria and Indicators** | Faculty  Self Evaluation | Chair/ Director  Evaluation |
| • Administers examinations and provides substantive feedback to students on assessments and assignments in a timely manner  • Assists students through academic advisement  • Advises and provides students timely and substantive feedback on theses, dissertations, specialist and/or senior projects  • Nominated for a teaching award from school/college, university, national, or international organization/committee  • Engages students with instructional technology, tools, and materials for creative teaching  • Develops and instructs hybrid/online courses and develops new or redesigns courses, teaching manuals, or other instructional materials  • Prepares students for external exams and other external competitions or provides planned programs of funded research for students  • Receives refereed teaching awards (college, alumni, etc.) or is recognized as a finalist  • Other relevant factors | 1 2 3 4 | 1 2 3 4 |
| **Research, Scholarly or Creative Activities** -  • Grant(s) submitted, in progress, or funded $  • Grants successfully implemented  • Manuscript published in refereed publication in discipline or within disciplinary areas of specialization  • Article published in a peer-reviewed, disciplinary journal  • Article(s) published in non-refereed journal in the discipline  • Articles, proceedings, or creative endeavors published in refereed academic journal  • Juried paper presented or creative work(s) performed or exhibited externally  • Research project, creative work, or paper presented at professional, departmental, or university non-juried meeting  • Collaborative research presented at a professional conference and/or published in a peer-reviewed journal  • Book review or book review essay published in peer-reviewed journal  • Citations of works in major journals/books in discipline  • Chapter in a book  • Book(s) published in the discipline  • Editorship of regional, national, and international academic or professional journal(s), or proceedings  • Development of computer software, documentary/audio visual work, etc., for publication  • Creative works performed before juried international, national or local audiences  • Recipient of university award for research  • Recipient of state or national fellowship or award in research  • Other relevant factors | 1 2 3 4 | 1 2 3 4 |

**Professional Service -**

· Membership in a professional organization related to the academic discipline

· Holds office in professional associations including boards,

committees, councils

· Presents academically-oriented session(s) for professional, business, and/or community groups

· Participates on a committee to organize a discipline related conference or session for community members

· Provides services to community organizations through

memberships on committees

· Reviewer or reader of proposals or academic paper or professional journal

· Participates in community events such as Habitat for

Humanity, Walk for the Cure, etc.

· Serves as a member of an accreditation site visit team

· Performs services to local schools, such as technology training, tutoring, or mentoring of students

· Sponsors an international, national, regional, or state conference

· Serves as a professional consultant or external program

reviewer

· Serves on municipal, county, state, national board(s)

· Serves as chair of an accreditation site visit

· Other relevant factors

1 2 3 4 1 2 3 4

Name

J#

Department

Rank

Date of Evaluation

**Summary Evaluation Sheet**

Circle One for Each Area

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Professional Collegiality | U/NI | S | G | O |
| Academic Citizenship and University Service | U/NI | S | G | O |
| Teaching and Advising Effectiveness  Research, Scholarly or Creative Activities  Professional Service Activities | U/NI U/NI  U/NI | S S  S | G G  G | O O  O |
| **OVERALL RATING** | U/NI | S | G | O |

Progress Toward Promotion and Tenure (if applicable): Satisfactory Unsatisfactory

**Signatures**

1. **Department Chair**:

Date

2. **Faculty**: I agree with the annual evaluation:

Faculty Member Date

**OR**

I disagree with the annual evaluation and will or will not attach a dissenting narrative.

Faculty Member

Date

3. **Dean**: I concur with the chair's assessment. Yes

No

(add Narrative)

**FACULTY EVALUATION PLAN**

The Faculty Evaluation Plan should be completed by the individual faculty member in consultation with the department chair no later than October 15 of the academic year in which the evaluation will occur. The faculty member must complete, submit and discuss the Faculty Evaluation Plan before the next review.

Name Department

Academic Year

**GOALS AND OBJECTIVES FOR ACADEMIC YEAR**

I. Professional Collegiality

II. Academic Citizenship and University Service

III. Teaching and Advising Effectiveness IV. Research, Scholarly or Creative Activities V. Professional Service

**FACULTY MEMBER’S STATEMENT OF ACCOMPLISHMENTS**

Academic Year

Name: Rank: Department: Date:

I. Professional Collegiality

II. Academic Citizenship and University Service

III. Teaching and Advising Effectiveness

IV. Research, Scholarly or Creative Activities

V. Professional Service