



UNIVERSITY OF MICHIGAN-FLINT

COLLEGE OF ARTS AND SCIENCES

21 October 2009

TO: Department Chairs and CAS Tenure Track Faculty

FROM: D. J. Trela, Dean

RE: Annual Evaluations

The Executive Committee and Dean believe that faculty might find it useful to have annual evaluation questions at the beginning of the academic year rather than at its end. While questions asked tend not to vary greatly from year to year, those below are slightly modified from those distributed in May 2009. Under “Teaching” number five has been expanded. Under “Professional Development” one question has been eliminated and one more open-ended question added. Under “Service” one question four has been expanded to include involvement in/facilitation of civic engagement opportunities involving students. As always, you should feel free to add additional information to your report if you believe it is relevant. There are no changes to the second focusing on Chairs and Directors.

Your responses to the questions below should be forwarded to Department Chairs, who should make use of your information as they prepare their narrative evaluations. Both evaluations should be forwarded to the Dean’s office. Chairs should make their own evaluations available to individual(s) responsible for the Chair evaluation procedure adopted by the Department.

Narrative evaluations will be due in the Dean’s office by the **third week of June 2010**. Faculty should submit self-evaluations to the appropriate Chair as soon as requested by the Chair or required by Department policy.

For purposes of evaluation, the period covered by the 2009-10 evaluation period runs from the start of the Spring 2009 semester to the conclusion of the Winter 2010 semester.

***Teaching and Facilitation of Student Learning***

- 1) Courses taught in the 2009-10 academic year, with enrollments. Include spring and summer 2009 courses.
- 2) Describe innovations/improvements in teaching over the past academic year.
- 3) Note course or program development.
- 4) Summarize and comment on your student evaluations. Include instructor report sheet and all comments.
- 5) Detail any independent studies, thesis supervision, and/or mentoring of undergraduate student research or presentations.

- 6) Evaluate your student advising with an approximate number of advisees.
- 7) Note pedagogical workshops/conferences attended and describe the direct benefits to your teaching gained from them.
- 8) Include additional information on teaching you feel is relevant and important.
- 9) Describe what general education reform efforts you have participated in this year.
- 10) Describe efforts in the area of assessing student learning that helps your program(s) achieve its (their) stated goals and demonstrates the college's commitment to continual improvement.

### ***Professional Development and Creative Work***

- 1) Publications and creative works that appeared or were performed in 2009-10. Provide complete citation or performance information, copies of the publication, tapes of performances, slides of exhibitions, reviews, as available and appropriate. (Please note if information needs to be returned to you.)
- 2) Work completed, submitted and accepted for publication, or in press. List any patents for which you have applied. Provide a copy of the letter of acceptance where applicable.
- 3) Research or creative work in progress that you will complete in the 2010-11 academic year. Include progress toward longer-term goals as well.
- 4) List grants applied for, awarded, or not funded. Include internal and external grants.
- 5) List conference presentations.
- 6) Include additional information on scholarship or creative work you feel is relevant.
- 7) Note any professional development that involves work with, or participation of UM-Flint students, whether undergraduate or graduate.

### ***Professional and University Service***

- 1) External funding: Note grants, fellowships or other funding proposals submitted and/or awarded in 2009-10, along with amounts. Indicate proposal outcomes if known.
- 2) Note University, College and/or Department service, committee work and other special assignments. Divide this on the basis of:
  - a) Department- or program-level.
  - b) College-level
  - c) University-level
- 3) Discuss professional service. Include such items as journal editing, review of articles/books for publication, attendance at and participation in professional meetings, invited seminars and lectures.
- 4) Discuss relevant civic engagement and attempts to foster/provide civic engagement opportunities for students.

### ***Department Chair and Program Director Responsibilities***

In an effort to secure helpful information about a Chair's or Director's performance in their administrative role, please comment, as appropriate, on the following areas of Chair and Director responsibility. Individuals or groups evaluating Chairs may wish to refer to the "Roles and Responsibilities" document.

- 1) Appropriate communication (with faculty, students, Dean, committees, etc.).
- 2) Dealing with student issues and concerns.
- 3) Addressing Department issues (e.g., budget).
- 4) Supervision and preparation of promotion cases, post requests, and reviews.
- 5) Supervising staff (if applicable).
- 6) Providing leadership in the Department, including longer-term planning.
- 7) Other department-or program-specific areas or issues.