[YEAR] **ANNUAL EVALUATION**

**To:** [Faculty Member’s Name]

**From:** [Dean/Department Chair/Center Director’s Name; for those schools with departments, the dean should be cc’d]

**Date:** [Must be before March 31 of the calendar year; for those colleges/schools with departments, the dean should set an earlier deadline with sufficient opportunity to review and provide feedback on a draft.]

**Attachment(s):** UGA Elements annual activity report [plus any self-assessments or other reports, as required by each academic unit]

This constitutes your annual written evaluation required by Section 8.3.5.1 of the Board of Regents Policy Manual and Section 4.4, Faculty Evaluation Systems, of the University System of Georgia Academic and Student Affairs Handbook. Your assigned allocation of effort this year was [x%] scholarship, [y%] teaching, [z%] service, and [zz%] administration (or other).

The following 5-point scale describes the scores in each category below:

1. – Does Not Meet Expectations
2. – Needs Improvement
3. – Meets Expectations
4. – Exceeds Expectations
5. – Exemplary

[The faculty member should be evaluated in each category below and should include involvement in student success activities, as defined in Academic Affairs Policy Manual 1.10-10, in a particular area, or across the four, area(s) of effort. Faculty should be evaluated based upon their Promotion and Tenure Unit’s discipline-specific criteria for annual evaluations. Faculty activity and productivity in each of the areas of assigned effort below may be briefly summarized as necessary by the evaluator. However, more extensive data or summaries or self-assessments by the faculty should be attached to the evaluation.]

**Teaching** [1 – 5]

[Evaluation should be more than just the number of classes taught and must include an assessment of quality of teaching (e.g., peer reviews, student evaluations, demand for classes from students, enrollments, development of innovative teaching approaches), and involvement in student success activities, as appropriate, such as mentoring, advising, supervising independent study.]

**Scholarship/Research/Creative Work** [1 – 5]

[Evaluation should present quantitative data where applicable (e.g., impact of journals, numbers of publications, amounts of external grant funding and sources, original creative works judged/reviewed) together with an assessment of the importance of the scholarship/research/creative work to the field, and involvement in student success activities such as mentoring, directing research, co-publishing.]

**Service** [1 – 5]

[Evaluation should assess the impact of achievements in professional service to the institution, community, or discipline (e.g., documented impact of service on audiences served), and involvement in student success activities such advising a student organization, preparing letters of recommendation.]

**Administration or Other** [1 – 5]

[Evaluation should assess the progress of the unit administered toward its strategic goals with measurable outcomes that document achievement of these objectives, and involvement in student success activities such as such as supporting curriculum development, advising, and scheduling; developing policies and student support initiatives.]

**OVERALL EVALUATION** [1 – 5]

[This section should provide an overall assessment of performance in relation to the individual’s assigned allocation of effort. If a majority of the faculty member’s assigned time receives a rating of a 1 or a 2, the overall evaluation must be unsatisfactory.

The overall evaluation should also indicate whether the faculty member is making satisfactory progress toward the next level of review appropriate to their rank, (i.e., promotion and/or tenure as appropriate). A statement should be included to indicate that satisfactory progress in any one year does not guarantee that the faculty member will be successful in promotion and/or tenure, nor does a statement of unsatisfactory progress predetermine that the faculty member will be unsuccessful in promotion and/or tenure, or post-tenure review.]

Please sign below to acknowledge that you have been apprised of the content of your annual written evaluation. Your signature only acknowledges receipt of your written annual evaluation and does not imply agreement. You may respond to this report in writing, including by noting any factual errors and/or errors in omission. That response must be submitted within 10 working days of the date of electronic or other documented delivery of your evaluation. Any such response will be attached to your annual written evaluation. Your evaluator will acknowledge in writing the receipt of your response, noting changes, if any, in the annual written evaluation made as a result of your written response, within 10 working days. Any written responses by you and your evaluator will become part of the official personnel records.

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Name and Title of Evaluator

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Signature of Evaluator

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Signature of Evaluated Faculty Member, acknowledging receipt