

**ROUTING FORM FOR PROPOSED CHANGES TO ACADEMIC POLICY, CURRICULUM CHANGES, STATUTES
EAST GEORGIA STATE COLLEGE**

NAME OF POLICY/ PROPOSAL: Revising the Faculty Evaluation Form

Attach a complete copy of the proposed change as acted upon by the APCC or Faculty Senate. If changes made to proposal prior to adopting, please note the person and governance body making the change on the proposal, initial and date the change. Copies of appropriate documentation should be attached to the form with each submission and should be retained at each level. Please indicate the type of proposal being submitted:

- | | | |
|--|--|---|
| <input type="checkbox"/> New Course | <input type="checkbox"/> New Degree Program | <input type="checkbox"/> Changes to Degree Program Requirements |
| <input type="checkbox"/> Deactivate Course | <input type="checkbox"/> Discontinue Course | <input type="checkbox"/> Reactivate Course |
| <input type="checkbox"/> Discontinue Course | <input type="checkbox"/> Deactivate Degree Program | <input type="checkbox"/> Discontinue Degree Program |
| <input type="checkbox"/> Reactivate Degree Program | | <input type="checkbox"/> Statutes Revision |
| <input type="checkbox"/> Policy Proposal | <input type="checkbox"/> Policy Revision | <input type="checkbox"/> Other: _____ |

ACADEMIC POLICIES AND CURRICULUM COMMITTEE (APCC)

Initiated and Submitted to APCC

Signature _____ Date _____

Dean Approval:

Signature _____ Date _____

APCC Action: Approved Denied Returned Tabled
Andrea J. Shuman _____ 23 April 2021
 Signature of Vice President for Academic and Student Affairs, Chair Date

Comments: _____

APCC Chair submits to Faculty Senate

FACULTY SENATE

Faculty Senate Action: Approved Denied Returned Tabled
Auna Chambers _____ 5.16.21
 Signature of Faculty Senate President Date

Comments: _____

Faculty Senate President sends to EGSC President and to the Vice President for Academic and Student Affairs
Note: Revisions to EGSC Statutes require approval of President's Cabinet and must be submitted to Chief of Staff/Legal Counsel for routing to President's Cabinet and routing to President. Please indicate "EGSC Statutes revision" on this form.

PRESIDENT

President's (or designee's) Action: Approved Denied Returned Tabled
 Signature _____ 5/24/21
 Date

Comments: *Am Carter* _____

Distribution By: Megan Stewapp _____ 05/24/2021
 Signature Date

President's Office keeps a copy of this **ACADEMIC POLICY/PROPOSAL ROUTING FORM**; Original form is sent to Academic Affairs for distribution to the following:

- | | |
|--|------------------------|
| Faculty Senate—President | Date <u>05/24/2021</u> |
| Academic Policies & Curriculum Committee—Chair/VPASA | Date <u>05/24/2021</u> |
| Chief of Staff/Legal Counsel | Date <u>05/24/2021</u> |
| Registrar's Office | Date <u>05/24/2021</u> |

APCC Action Item Report on Revising the Faculty Evaluation Form

By the APCC subcommittee tasked with improving the form: Dr. Tommy Upchurch of HSS and Dr. Lena White of MS.

April 15, 2021.

We made the following 8 changes to the Faculty Evaluation form:

1. Increased the Font size to make it easier to read.
2. Increased the blank space to make it easier to write on.
3. Reduced the scoring options from five to three by eliminating "Superior" and "Not Acceptable" (and changed the wording of the "Note" at the very bottom of the form accordingly).
4. Changed the terminology of the three broad divisions (Teaching, Professional Development, and Service) from "areas" to "Categories."
5. Eliminated the line asking for percentage of items scored.
6. Removed advisement of students from an item of evaluation under Teaching and placed it as example given under Institutional Service (leaving seven items to evaluate under Teaching).
7. Changed the wording of the two items under Professional Development to differentiate between "demonstrating expertise in one's field" and "continuing to learn and grow in one's field" (and changed some of the examples given to reflect that).
8. Added new examples given for Institutional Service, including "recruiting and retention efforts."

**EAST GEORGIA STATE COLLEGE
FACULTY EVALUATION REPORT**

Faculty Member: _____

School/Department: _____

Evaluation Period: _____ through _____

Evaluator, please score each item and discuss the scores with the faculty member.

EVALUATION CATEGORY	3 Exceeds Expectations	2 Meets Expectations	1 Needs Improvement
I. TEACHING			
Plans/organizes assigned courses effectively			
Uses teaching methods appropriate to the subject and to the needs of the students			
Evaluates students and keeps them informed about their progress (this might include but is not limited to posting grades on D2L)			
Treats students with respect			
Designs course syllabi according to EGSC requirements specified in faculty handbook			
Maintains the required number of office hours			
Comprehensively assesses student learning outcomes and completes required assessment reports on time			
Evaluator, please list areas of strength for this faculty member in this Category:			
Evaluator, please suggest ways in which the faculty member can improve his or her score in this Category:			

EVALUATION CATEGORY	3 Exceeds Expectations	2 Meets Expectations	1 Needs Improvement
II. PROFESSIONAL DEVELOPMENT			
Demonstrates expertise in the academic field (this could include but is not limited to earning an advanced degree, doing original research toward publication, getting published in the field, peer-reviewing manuscripts for publication, consulting in the field, and presenting original research papers at conferences)			
Engages in continuing education to maintain current knowledge of the academic field (this could include but is not limited to taking classes that will help earn an advanced degree, reading academic journals or books, listening to talks or lectures by academics in the faculty member's field, grading AP exams, and participating in seminars and academic workshops)			
Evaluator, please list areas of strength for this faculty member in this Category:			
Evaluator, please suggest ways in which the faculty member can improve his or her score in this Category:			

EVALUATION CATEGORY	3 Exceeds Expectations	2 Meets Expectations	1 Needs Improvement
III. SERVICE			
Institutional Service (this might include but is not limited to serving on committees, advising student clubs and student publications, attending or volunteering at campus events, teaching on more than one campus, advising an unusually large number of students, engaging in recruiting or retention efforts, and representing the college at off-campus events)			
Community Service (this might include but is not limited to participating in public educational events or working with a civic or religious organization)			
Evaluator, please list areas of strength for this faculty member in this Category:			
Evaluator, please suggest ways in which the faculty member can improve his or her score in this Category:			

TOTALS	3 Exceeds Expectations	2 Meets Expectations	1 Needs Improvement

Evaluator's Overall Comments:	
Evaluator's Signature:	Date:
Faculty Member's Comments:	
Faculty Member's Signature:	Date:

Note: Any rating of "Needs Improvement" must be explained in the Evaluator's Comments