

Date: \_\_\_\_\_

## LAMAR STATE COLLEGE-PORT ARTHUR ANNUAL FACULTY REPORT

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Tenured? Yes \_\_\_ No \_\_\_ Date Employed at Lamar-Port Arthur: \_\_\_\_\_

Percent of time employed in College service: \_\_\_\_\_%

This is a confidential personnel report. Evaluation of faculty accomplishments and proper recognition of achievements in academic and professional development for the previous twelve months are based upon this self-evaluation and report. This report is used by the department chair and dean to support recommendations concerning promotion, tenure, and salary administration.

For each of the activities described below, the faculty member should use the space provided to bring to the attention of his/her department chair and dean the noteworthy contributions he/she had made during the year to the objectives and goals of the department, division, and college.

In each of the rating forms below, the faculty member, the department chair, and the dean should indicate with an (X) whether the faculty member greatly exceeds expectations (in upper 5% of all Lamar State College-Port Arthur faculty), exceeds expectations, is satisfactory, needs some improvement, or needs much improvement in making progress toward achieving institutional goals.

Use of the rating form for self-evaluation by the faculty member is optional.

**Section I. Instructional:**

Report on teaching activities including courses taught and responsibilities related to teaching. In support you may include: number of preparations, number of courses taught, new textbooks adopted, new software programs, and new course development. You may also report on special projects attempted, exceptional teaching techniques, instructional innovations, and special awards.

<b>Ratings by Faculty Member</b>	<b>Scale</b>				
	5 - Greatly Exceeds Expectations	4 - Exceeds Expectations	3 - Satisfactory	2 - Needs Some Improvement	1 - Needs Much Improvement

Comments:

**Section II. Professional Development: Scholarly or Professional Accomplishment:**

Report on activities related to professional advancement and/or certification; consulting; participation in workshops, seminars, and/or professional meetings, conferences; membership and active participation in state, regional, or national organizations; individual research, writing or special projects. Emphasize the relationship between these activities and your teaching responsibilities.

Ratings by Faculty Member	Scale				
	5 - Greatly Exceeds Expectations	4 - Exceeds Expectations	3 - Satisfactory	2 - Needs Some Improvement	1 - Needs Much Improvement

Comments:

**Section III. Participation in Department, Division, and Campus Affairs:**

Report on department, division, and campus committee assignments, student development, administrative responsibilities, sponsorship of student organizations, and other campus services. Include activities that support the processes of the institution such as timeliness of submitting paperwork (final grades, book orders, class schedule requests, etc.), counseling students, attending graduation, mentoring peers, maintaining labs, coordinating with outside agencies, assisting adjunct faculty, preparing class schedules, attending meetings and textbook selection.

Ratings by Faculty Member	Scale				
	5 - Greatly Exceeds Expectations	4 - Exceeds Expectations	3 - Satisfactory	2 - Needs Some Improvement	1 - Needs Much Improvement

Comments:

**IV. Community Service and Other Activities for this Evaluation:**

Report on community service activities; membership and participation in community organizations; cooperative efforts with private, city, state, and federal programs and/or agencies; other activities as appropriate to this evaluation.

Ratings by Faculty Member	Scale				
	5 - Greatly Exceeds Expectations	4 - Exceeds Expectations	3 - Satisfactory	2 - Needs Some Improvement	1 - Needs Much Improvement

Comments:

**V. Administrative Service**

(To be completed only by those faculty who are assigned administrative responsibilities as part of their normal workload.)

Report on administrative duties and accomplishments. Please note initiatives/accomplishments in areas such as budget management, curriculum/program development, personnel evaluation, scheduling, reporting, etc.

Ratings by Faculty Member	Scale				
	5 - Greatly Exceeds Expectations	4 - Exceeds Expectations	3 - Satisfactory	2 - Needs Some Improvement	1 - Needs Much Improvement

Comments:

Statement of Faculty Member:

I have completed my portion of this Annual Faculty Report and am giving it to my department chair for his/her review and evaluation. I understand that:

1. I shall receive a copy of this report after my department chair and dean have completed their review.
2. I have the right to request a conference with my department chair concerning his/her evaluation of me.
3. I have the right to appeal the department chair's evaluation within a fourteen-day period following my request for such a conference.

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Faculty Member

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Date

Faculty Member: \_\_\_\_\_

**I. Instructional:**

<b>Ratings by Department Chair</b>	<b>Scale</b>				
	5 - Greatly Exceeds Expectations	4 - Exceeds Expectations	3 - Satisfactory	2 - Needs Some Improvement	1 - Needs Much Improvement

**II. Professional Development: Scholarly or Professional Accomplishment:**

<b>Ratings by Department Chair</b>	<b>Scale</b>				
	5 - Greatly Exceeds Expectations	4 - Exceeds Expectations	3 - Satisfactory	2 - Needs Some Improvement	1 - Needs Much Improvement

**III. Participation in Department, Division, and Campus Affairs:**

<b>Ratings by Department Chair</b>	<b>Scale</b>				
	5 - Greatly Exceeds Expectations	4 - Exceeds Expectations	3 - Satisfactory	2 - Needs Some Improvement	1 - Needs Much Improvement

**IV. Community Service and Other Activities for this Evaluation:**

<b>Ratings by Department Chair</b>	<b>Scale</b>				
	5 - Greatly Exceeds Expectations	4 - Exceeds Expectations	3 - Satisfactory	2 - Needs Some Improvement	1 - Needs Much Improvement

**V. Administrative Service:**

<b>Ratings by Department Chair</b>	<b>Scale</b>				
	5 - Greatly Exceeds Expectations	4 - Exceeds Expectations	3 - Satisfactory	2 - Needs Some Improvement	1 - Needs Much Improvement

Summary of Activity Review by Department Chair:

- \_\_\_\_\_ 1. Needs Much Improvement in achieving department/division goals.
- \_\_\_\_\_ 2. Needs Some Improvement in achieving department/division goals.
- \_\_\_\_\_ 3. Satisfactory in achieving department/division goals.
- \_\_\_\_\_ 4. Exceeds expectations in achieving department/division goals.
- \_\_\_\_\_ 5. Greatly exceeds expectations in achieving department/division goals.

Comments (use additional pages if necessary):

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

Faculty Member: \_\_\_\_\_

**I. Instructional:**

Ratings by Dean	Scale				
	5 - Greatly Exceeds Expectations	4 - Exceeds Expectations	3 - Satisfactory	2 - Needs Some Improvement	1 - Needs Much Improvement

**II. Professional Development: Scholarly or Professional Accomplishment:**

Ratings by Dean	Scale				
	5 - Greatly Exceeds Expectations	4 - Exceeds Expectations	3 - Satisfactory	2 - Needs Some Improvement	1 - Needs Much Improvement

**III. Participation in Department, Division, and Campus Affairs:**

Ratings by Dean	Scale				
	5 - Greatly Exceeds Expectations	4 - Exceeds Expectations	3 - Satisfactory	2 - Needs Some Improvement	1 - Needs Much Improvement

**IV. Community Service and Other Activities for this Evaluation:**

Ratings by Dean	Scale				
	5 - Greatly Exceeds Expectations	4 - Exceeds Expectations	3 - Satisfactory	2 - Needs Some Improvement	1 - Needs Much Improvement

**V. Administrative Service:**

Ratings by Dean	Scale				
	5 - Greatly Exceeds Expectations	4 - Exceeds Expectations	3 - Satisfactory	2 - Needs Some Improvement	1 - Needs Much Improvement

Summary of Activity Review by Dean:

- \_\_\_\_\_ 1. Needs Much Improvement in achieving department/division goals.  
 \_\_\_\_\_ 2. Needs Some Improvement in achieving department/division goals.  
 \_\_\_\_\_ 3. Satisfactory in achieving department/division goals.  
 \_\_\_\_\_ 4. Exceeds expectations in achieving department/division goals.  
 \_\_\_\_\_ 5. Greatly exceeds expectations in achieving department/division goals.

Comments (use additional pages if necessary):

\_\_\_\_\_  
Dean\_\_\_\_\_  
Date