

**Faculty Performance Guidelines  
Department of Counselor Education**

Revised: 1/30/19

**Faculty Member** \_\_\_\_\_ **Evaluation Cycle** \_\_\_\_\_

Check:      Self Evaluation              Supervisor Evaluation

**Standards for Promotion and Tenure**

The objective of the faculty evaluation process is to assist faculty members in attaining a level of accomplishment and perfo

- \_\_\_ (6 points) Teaching Evaluations by Students—combined median 4.0 to 4.29 on most evaluations
- \_\_\_ (6 points) Teaching Evaluations by Supervisor—overall 4.3 to 4.49
- \_\_\_ (5 points) Exceptional and Highly Effective Student Advising \_\_\_\_\_
- \_\_\_ (4 points) Effective Student Advising \_\_\_\_\_
- \_\_\_ (4 points) Development or Major Revision of a Course (e.g., textbook change, change in assignments, developing and aligning CACREP rubrics) \_\_\_\_\_
- \_\_\_ Teaching Total (Maximum of 15 points may be used toward grand total) \_\_\_\_\_

Faculty Member Comments, Teaching: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Research/Scholarship**

Research/scholarship is documented by publication in refereed state, regional and national journals and by presentations at local, state, regional and national meetings or conferences. The department highly values scholarship that supports practicing counselors in the UNA primary service area and within the state of Alabama. Therefore, presentation and publication activities within the local area and the state are highly rewarded in the department’s evaluation system. Professional credentials and continuing education in Counseling are considered under research/scholarship.

Measurable criteria: *Publications/presentations, credentialing, continuing education*

Interpretation of data: *Criterion-based point system displayed below under “Procedures.”*

Standards of performance: *Minimum of one (1) publication or presentation at a regional or state conference per year.  
Professional credentials and continuing education in Counseling are considered under  
research/scholarship.*

Procedures:



Faculty Member Comments, Service: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As part of the evaluation process faculty members should provide their supervisor with the following:

- A copy of their most recent Summary Evaluation Report and Goal Planning Form
- An updated curriculum vita.
- A complete self-evaluation using this Faculty Performance Evaluation form.

The following point system is used to evaluate the faculty member's professional performance.

<b>Level of Performance:</b>	Excellent Performance		Satisfactory Performance		Performance Needs Improvement
<b>Total Points</b>	45	40	35	30	25 or less

Directions: Record the point totals (maximum of 15) for each of the three professional performance areas. Add the points from each of the three areas to determine the grand total.

<b><u>Professional Performance Area</u></b>	<b><u>Points</u></b>
(Maximum of 15 points per area)	
Teaching	_____
Research/Scholarship	_____
Service	_____
Grand Total	_____

Faculty Member Comments, Professional Performance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor Comments, Professional Performance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signatures**

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

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

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

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

Faculty Member Comments Regarding Supervisor Evaluation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_