

# Faculty Evaluation Report Guidelines

## Architecture Department

### Cal Poly State University, San Luis Obispo, CA

**Adopted 12/10/04**

#### **1 Introduction**

The Faculty Evaluation Report is intended to be a complete and succinct description of a faculty member's teaching, professional growth and service accomplishments since his or her last review based on their Professional Development Plan (refer to the department's Professional Development Plan Guidelines).

For lecturers the Faculty Evaluation Report only addresses teaching.

#### **2 Format**

Each faculty member may determine the formatting for his or her activity report. However, to facilitate record keeping and inclusion in reports and to support legibility, it is suggested that it be letter size (8.5" by 11"), oriented vertically, use upper and lower case lettering for text, and have all pages numbered.

The Faculty Evaluation Report should not use type smaller than 10 point or exceed 4 pages.

#### **3 Content Categories**

##### **3.1 Title & Period**

State the period covered as September 200X to August 200Y

##### **3.2 Faculty Member Information**

Name, Current Rank, and Campus Phone Number and E-mail Address.

##### **3.3 Curriculum Vitae for Evaluation Period**

Include all information from your Curriculum Vitae that identifies activities undertaken or completed since your last review. Refer to the department's Curriculum Vitae Guidelines for information categories. Clearly identify your role in any activities involving people other than yourself.

##### **3.4 Teaching**

This section may include the following as applicable:

- 3.4.1 Describe your key teaching accomplishments since your last review.
- 3.4.2 Describe the strengths and weaknesses of your teaching philosophy.
- 3.4.3 Describe the strengths and weaknesses of your instructional practices.
- 3.4.4 Reflect on student evaluations of your courses and teaching.
- 3.4.5 Describe your efforts to improve your teaching.
- 3.4.6 Reflect on the successes and failures of your efforts to improve your teaching.
- 3.4.7 Describe your plans to improve student learning.
- 3.4.8 Describe your contributions to improving and enriching an existing course.

- 3.4.9 Describe your contributions to new course or curriculum development.
- 3.4.10 Describe areas of improvement relative to recommendations of your last review.

### **3.5 Professional Growth**

Note: This section is not required for lecturers.

- 3.5.1 Describe your key Professional Growth accomplishments since your last review.
- 3.5.2 Describe the impact of your accomplishments on your growth and/or teaching.
- 3.5.3 Describe areas of improvement relative to recommendations of your last review.
- 3.5.4 Reflect on your relative success in meeting the goals defined in the previous Professional Development Plan.

### **3.6 Service**

Note: This section is not required for lecturers.

- 3.6.1 Describe your key Service activities since your last review.
- 3.6.2 Describe the impact of your key activities on your development and/or teaching.
- 3.6.3 Describe areas of improvement relative to recommendations of your last review.

### **3.7 Appendix**

- 3.7.1 Copies of papers and publications.
- 3.7.2 Documentation of creative/professional work.
- 3.7.3 Course syllabi (refer to the department's Syllabus Guidelines).
- 3.7.4 Examples of student work (refer to the department's Student Work Portfolio Guidelines).