

ANNUAL FACULTY EVALUATION CRITERIA

Horticulture, Forestry, and Recreation Resources
 Kansas State University.

All standards in the following tables are subjective. Levels of accomplishment are determined subjectively by the Head based on careful consideration of the standards for each criterion. Ratings are based on a scale of 0 = Unacceptable to 4 = Exceptional. Some of the criteria used for evaluation are not applicable for all individuals. Moreover, some criteria may not be applicable for an individual for a specific year, whereas other criteria could receive more emphasis because of year-to-year needs of the department. The Department Head rates faculty on each applicable criterion and develops an overall rating for teaching, research, extension, general service, and directed service activities, as applicable.

GENERAL RESPONSIBILITIES

GENERAL RESPONSIBILITIES AND SERVICE. (25%)

All faculty should complete G1 to G4

Criteria	Standards (minimum)
(G1) Professional Development	<ul style="list-style-type: none"> •Attend and participate in one appropriate professional meeting every two years or earn recognized CEUs. •Attend and participate in one professional development activity every year
(G2) Service to professional societies and commodity groups, and discipline cooperation and activities.	<ul style="list-style-type: none"> •Belong to appropriate professional society(ies) •Provide service for commodity groups or park and natural resource agencies on a regular basis (extension must go beyond normal assignment)
(G3) University, college and interdepartmental committees, or other working groups	<ul style="list-style-type: none"> •Belong to and participate in appropriate interdepartmental committees and working groups as agreed to with department head
(G4) Intra-Departmental relations/service	<ul style="list-style-type: none"> •Show indication of contribution to positive working atmosphere within department •Belong to and participate in appropriate departmental committees as agreed to with department head

TEACHING (_____ tenths)

A minimum of 7 of the 10 criteria must be addressed with T1 and T10 being required for inclusion in this assessment.

Criteria	Standards
(T1)* Student Evaluations	Provide <i>three-year summary</i> (or less for a new course) of adjusted TEVAL scores for Amount Learned and Teacher Effectiveness, and/or other appropriate student input as agreed to by the Dept. Head. An adjusted score of less than 3.0 in this category indicates that the teaching of the course does not meet the expectations of the department
(T2) Teaching portfolio	Evaluation of teaching materials such as syllabi, course outlines, exams, assignments, or web pages; statements of

	progress; evidence of innovative and effective teaching methods; course revisions, new courses developed; results of exit interviews with graduates
(T3) Teaching Scholarship (publications and presentations related to teaching)	Publications and presentations that directly concern teaching; examples include journal publications, textbooks, laboratory manuals, book chapters, presentations (poster or oral) at professional meetings, newsletter articles or essays, new software developed, invited guest lectures or teaching seminars given <i>outside</i> of the department
(T4) Extramural funding for teaching	Level of extramural funding for teaching activities. List all <i>efforts</i> at generating teaching program support, including proposals submitted but not funded and solicitations for donations of equipment or course materials
(T5) Contributions to the curriculum and program development	Contributions to overall curriculum by providing innovative curriculum proposals and/or by working on multi-faculty or departmental curriculum planning or evaluation efforts. Assisting colleagues by helping with the labs, field trips, or giving guest lectures <i>within</i> the department.
(T6) Teaching improvement	Participation in workshops or meetings that improve teaching; participation in peer evaluation of teaching; sabbatical leave used for teaching improvement
(T7) Undergraduate advising	Quantity determined by the number of undergraduate advisees; quality determined by interviews or other assessment of students by the Head; graduation success rates and/or placement of advisees; service as faculty advisor to department clubs and other official student organizations
(T8) Graduate academic advising	Quantity determined by the number of graduate committees as advisor and number of graduate committees as committee member; quality determined by exit interviews by the Head and job placement
(T9) Teaching awards and honors	Teaching awards and honors received during the evaluation period at the college, university, or national level
(T10)* Accomplishment of Teaching Goals	Progress toward goals since the previous evaluation

* These items must be addressed in the self-evaluation report.

RESEARCH (_____ tenths)

A minimum of 6 of 8 criteria must be addressed with R1,R2,R4, and R8 required for inclusion in this assessment.

Criteria	Standards
(R1) Research focus and effort	<ul style="list-style-type: none"> •Focus of research program relative to position description •Level of effort in attaining research goals
(R2) Refereed publications	<ul style="list-style-type: none"> •Quantity and quality of refereed publications (minimum standard 0.75/FTE or above research - 1 senior authored refereed publication per year); <i>Senior</i>

	<p><i>author is 1st or 2nd behind graduate student(s);</i> indicate publications which meet senior authorship requirement</p> <ul style="list-style-type: none"> •Publications with multiple authors where the faculty member is not a senior author are encouraged; 2 “multiple-author” publications equals one “senior author” publication •Copies of publications must be submitted to Dept. Head
(R3) Other publications and presentations	<ul style="list-style-type: none"> •List publications journals/books/chapters (cite references and status) •List publications in proceedings or edited publications (cite references and AES number) •List published abstracts (cite reference) •List publications of research related information in technical/industry/popular press •List oral and poster presentations •Computer software/web development •Video tapes/CD Rom
(R4) Generation of program support	<ul style="list-style-type: none"> •Grants and requests for financial support (indicate source, amount, general nature of grant, and status {funded, not funded, in review, continuing}) •Examples of non-monetary (in-kind) program support (indicate products/supplies/services donated, estimated value, and general use areas intended)
(R5) Graduate research advising	<ul style="list-style-type: none"> •Quantity determined by the number of graduate committees as advisor and number of graduate committees as committee member •Quality determined by exit interviews of graduate students by the Dept. Head
(R6) Team efforts in accomplishing research	<ul style="list-style-type: none"> •Collaboration with researchers at other universities, or others at the university-, college-, or departmental- level •Visiting scientists and post-doctorates
(R7) Research awards and honors	<ul style="list-style-type: none"> •Research awards and honors received during the evaluation period at the college, university, national, or international level
(R8) Accomplishment of research goals	<ul style="list-style-type: none"> •Goals accomplished since the previous evaluation

EXTENSION (tenths _____)

A minimum of 7 of the 11 criteria must be addressed with E1, E2, and E11 required for inclusion in this assessment.

Criteria	Standards
E1. Extension program development, effectiveness and effort	Focus of extension program relative to position responsibilities and clientele needs; level of aggressiveness and effort in attaining extension goals; must have individual or group plan of work on a yearly and 5-year basis that is complete and up-to-date
E2. Program implementation	Quantity determined by number of meetings, tours, educational events, demonstrations, etc.; quality determined by the overall impact of the program as evaluated through

	visits by the Dept. Head and assistance provided to extension county faculty
E3. Extension educational materials	Quantity and quality of extension educational material prepared (journal articles, website development, software, bulletins, fact sheets, software, news releases, radio tapes, videos, etc.); co-authored materials are considered for each author
E4. Peer and clientele evaluations	Evaluation of meetings, tours, and/or demonstrations by peers; evaluation by county agents, and/or input from clientele. Specialists are encouraged to use formal evaluation documentation for meetings and events where this is possible and feasible
E5. Teamwork, clientele relationships	Level of intra- and interdepartmental work; level of involvement with clientele (county agents, individuals, or groups); accessibility (prompt response), collaboration with industry and other agency groups related to subject matter responsibilities
E6. Creativity and innovation in delivery	Development of new innovative extension programs; use of new technology in delivery of extension programs; development of programs directed to non-traditional clientele
E7. Extramural funding	Level of extramural funding for extension activities; proposals submitted but not funded. Includes other means of generating program support including commodity group support, in-kind donations and supplies, and educational material support
E8. Extension improvement	Participation in retreats, professional meetings, workshops, etc. that enhance professional improvement for extension; self-improvement activities that can be documented; sabbatical leave used for extension improvement
E9. Proceedings, abstracts, invited presentations	Quantity and quality of proceedings, abstracts, and/or invited presentations
E10. Extension awards and honors	Extension awards and honors received during the evaluation period at the college, university, or national level
E11. Accomplishment of Extension Goals	Appropriateness of goals set for the coming year at the annual evaluation meeting; progress toward goals since the previous evaluation. (Mutual agreement of faculty member, Dept. Head, and unit leader)

DIRECTED SERVICE (_____ tenths)

Portions of time for annual evaluation assigned by Department Head for specific responsibilities and activities. Examples could include: Teaching Program Coordinator, State Extension Leader, Assistant Department Head, Graduate Research Coordinator)

D1 Significant Accomplishments	List progress towards Directed Service goals and responsibilities during current year; include comments on potential roadblocks to achievements
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FACULTY EVALUATION

DEPARTMENT OF HORTICULTURE, FORESTRY & RECREATION RESOURCES

Year: _____ (January-December)

Name _____ Rank: _____

Appointment¹: _____ Teaching _____ Research _____ Extension _____ Directed Service
 (Assigned tenths= 1.0)

GENERAL RESPONSIBILITIES,

PROFESSIONAL AND SERVICE (25%)

All criteria must be addressed

1. Professional development*
2. Service to professional societies, commodity groups, and discipline cooperation and activities*
3. University, college and inter-departmental committees, non-directed service*
4. Intra-departmental relations/service*

Exceeds Expectations		Meets Expectations		Does Not Meet Expectations		
4 Exceptional	3 Above Satisfactory	2 Satisfactory	1 Needing Improvement	0 Unacceptable	NA Not applicable	

Weighted Average For Category: _____

TEACHING (_____ Tenths x 75%)

7 of 10 criteria must be addressed

1. Student evaluations*
2. Teaching portfolio
3. Teaching scholarship (publications and presentations related to teaching)
4. Extramural funding for teaching
5. Contributions to the curriculum and program development
6. Teaching improvement
7. Undergraduate advising
8. Graduate academic advising
9. Teaching awards and honors
10. Accomplishments of Teaching Goals*

Exceeds Expectations		Meets Expectations		Does Not Meet Expectations		
4 Exceptional	3 Above Satisfactory	2 Satisfactory	1 Needing Improvement	0 Unacceptable	NA Not applicable	

Weighted Average For Category: _____

RESEARCH (____ Tenths x 75%)
6 of 8 criteria must be addressed

1. Research focus and effort*
2. Refereed publications*
3. Other publications and presentations
4. Generation of program support*
5. Graduate research advising
6. Team efforts in accomplishing research
7. Research awards and honors
8. Accomplishment of research goals*

Exceeds Expectations		Meets Expectations		Does Not Meet Expectations		
4 Exceptional	3 Above Satisfactory	2 Satisfactory	1 Needing Improvement	0 Unacceptable	NA Not applicable	

Weighted Average For Category: _____

EXTENSION (____ Tenths x 75%)
7 of 11 criteria must be addressed

1. Extension program development, effectiveness and effort*
2. Program implementation*
3. Extension educational materials
4. Peer and clientele evaluations
5. Teamwork, clientele relationships
6. Creativity and innovation in delivery
7. Extramural funding
8. Extension improvement
9. Proceedings, abstracts, invited presentations
10. Extension awards and honors
11. Accomplishment of extension goals*

Exceeds Expectations		Meets Expectations		Does Not Meet Expectations		
4 Exceptional	3 Above Satisfactory	2 Satisfactory	1 Needing Improvement	0 Unacceptable	NA Not applicable	

Weighted Average For Category: _____

DIRECTED SERVICE (____ Tenths x 75%)

1. Significant Accomplishments

Exceeds Expectations		Meets Expectations		Does Not Meet Expectations		
4 Exceptional	3 Above Satisfactory	2 Satisfactory	1 Needing Improvement	0 Unacceptable	NA Not applicable	

TOTAL WEIGHTED AVERAGE

¹Must be agreed upon with supervisor prior to the evaluation period or during the year.

* = Category must be included in assessment.

NA = Not Applicable. This should be used when the item is not part of the normal job responsibilities.

A weighted average less than 2 indicates that the faculty member is not meeting satisfactory job performance and needs improvement. A weighted average of less than 1 is unacceptable.

Supervisor's Observations on General Strengths of Faculty Member:

Areas that Need Improvement:

Comments by Faculty Member:

This report has been reviewed and discussed:

_____ Faculty Member

_____ Department Head

_____ Date

Exceeds Expectations	_____
Meets Expectations	_____
Does Not Meet Expectations	_____

Expectations for Promotion and Tenure Horticulture Forestry and Recreation Resources

*All requirements for acquiring tenure and promotion in rank as defined in the **University Handbook** must be followed and met with additional definitions and requirements described below.*

Mid-Tenure Review

1. Annual evaluations that meet or exceed *Satisfactory/Meets Expectations* in all general appointment categories in annual evaluation documents
2. Teaching appointments must have
 - a. developed teaching portfolio for all courses taught
 - b. demonstrated teaching excellence or continual improvement as measured by TEVAL scores (or other student input system as agreed to by the Department)
 - c. assumed advising role and responsibilities to assist with advising load
3. Research appointments must have
 - a. met or exceeded the required number of published refereed publications based upon KSU work. This would require 3 publications as senior author for a faculty member with a 0.75 research appointment
 - b. prepared and submitted one funding proposal per year to a potential granting agency
4. Extension appointments must have
 - a. developed one major program initiative with supporting educational materials introduced into county extension system
 - b. prepared and submitted one funding proposal per year to potential granting agency
5. All faculty must have demonstrated an ability to have collegial relationships with other departmental faculty and staff, relate to state agencies and industry groups, respond to industry-related anticipated needs and established a relationship with industry and field extension faculty/staff as related to the general assigned responsibilities

Tenure

1. Annual evaluations that meet or exceed *Satisfactory/Meets Expectations* in all general appointment categories on annual evaluation documents
2. Teaching appointments must have
 - a. submitted for review a teaching portfolio for all courses taught containing: syllabi, course materials, exams, student comments or anecdotal feedback, notices of awards or special recognitions, listing and/or examples of publications, presentations and grants related to instruction, and teaching goals for the next 5 years
 - b. demonstrated satisfactory or better teaching performances as measured by TEVAL scores (or other student input system as agreed to by the Department)
 - c. assumed advising role and responsibilities to assist with advising load
 - d. provided assistance in curriculum development
 - e. made a scholarly contribution to the teaching profession (for those with greater than 0.5 teaching appointment: publish at least one paper in an education-related journal or communicate such information formally at a professional meeting)

3. Research appointments must
 - a. meet or exceed the minimum required number of refereed publications based upon KSU work (the minimum is equivalent to 5 senior-author publications for a 0.75 research appointment; publications with multiple authors where the faculty member is not a senior author are encouraged; 2 “multiple-author” publications equals one “senior author” publication)
 - b. have received funding for at least one submitted research proposal and submitted 5 others to potential granting agencies
 - c. submit for a review a research portfolio containing copies of publications (with those having been peer-reviewed clearly identified), grant proposals funded or pending, notices of recognitions or awards for research activities, and a listing of research goals for the next 5 years

4. Extension appointments must have
 - a. developed two major program initiatives with supporting educational materials introduced into county extension system
 - b. received at least one funding proposal and submitted 5 other to potential granting agencies
 - c. submitted for a review an extension portfolio containing copies of major program initiatives, cooperation in ‘team-oriented’ extension activities, communications, news releases, and other media support of extension programming, unique and traditional extension delivery systems implemented, grant proposals funded or pending, notices of recognitions or awards for extension activities, and a listing of extension goals for the next 5 years

5. Demonstrated an ability to have collegial relationships with other departmental faculty and staff, relate to state agencies and industry groups, respond to industry-related anticipated needs and established a relationship with industry and field extension faculty/staff as related to the general assigned responsibilities

Promotion to Associate Professor

1. Met requirements for tenure process as mentioned above including the presentation of the requested portfolios as described above

2. Developed regional reputation as an outstanding educator, researcher, or specialist as indicated by excellence in all appointment areas and general service. This status can be documented by indications of regional influence such as: professional society responsibilities, regional/national recognitions or awards, invited presentations, requested publications

3. Provide names to Department Head of 5 peer faculty at other institutions or equivalent agency representatives to provide an assessment and recommendation for promotion to Associate Professor. The Department Head will obtain at least 3 outside reviews. These individuals should be recognized leaders in the candidate’s academic field, but should not have had and a strong affiliation with the candidate so that they can provide objective evaluations without conflict of interest. Any affiliation with the candidate should be made clear. The Department Head has the prerogative of seeking additional reviewers

4. Candidates for promotion to Associate Professor are expected to present a departmental seminar in his/her discipline or area of scholarly activity

Promotion to Professor

1. Submit portfolios as described above which document that the candidate has earned a national reputation as an outstanding educator, researcher, or specialist as indicated by continued excellence in all appointment areas and general service. This status can be documented by indications of national

influence such as: professional society responsibilities, national recognitions or awards, invited presentations at national meetings or conferences, requested publications from professionals around the country and internationally

2. Demonstrated the ability to provide program leadership for areas related to their assigned responsibilities

3. Provide names to Department Head of 6 peer faculty at other institutions or equivalent agency representatives to provide an assessment and recommendation for promotion to Professor. The Department Head will obtain at least 3 outside reviews. These individuals should be recognized leaders in the candidate's academic field, but should not have had and strong affiliation with the candidate so that they can provide objective evaluations without conflict of interest. Any affiliation with the candidate should be made clear. The Department Head has the prerogative of seeking additional reviewers

4. Candidates for promotion to Professor are expected to present a departmental seminar in his/her discipline or area of scholarly activity