

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

NAME OF POLICY/ PROPOSAL: Revision of the "Faculty Evaluation Report" 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 checked="" type="checkbox"/> Policy Revision | <input type="checkbox"/> Other: _____ |

ACADEMIC POLICIES AND CURRICULUM COMMITTEE (APCC)

Initiated and Submitted to APCC

Thomas Upchurch _____ 3-18-2021 _____
Signature Date

Dean Approval:

Signature Date

APCC Action: Approved Denied Returned Tabled

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

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 Date

Comments: _____

Distribution By:

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 _____ |
| Academic Policies & Curriculum Committee—Chair/VPASA | Date _____ |
| Chief of Staff/Legal Counsel | Date _____ |
| Registrar's Office | Date _____ |

Proposal for Policy Change:

EGSC's "Faculty Evaluation Report" Form should be revised for accuracy of what specific items are being evaluated, for clarification of the wording of some items under evaluation, and for elimination of unnecessary, redundant, unobservable, or inexplicable words, phrases, or statements.

Rationale:

This evaluation instrument has only recently been adopted and put into use by EGSC. Therefore, the Deans/Chairs/Program Coordinators who use it are now beginning to see problems with certain items and wording on the form. Specifically, 1) under the category of **I. Teaching**, the fourth item, "Provides individual assistance to students (either in the classroom or during office hours) as professor and/or academic advisor" mixes individual attention to students enrolled in that instructor's course with advisement of students generally. Advisement should be covered under the category of **III. Service**. Although it could be amended to read, "Provides individual assistance to students with course work in the classroom or in the office," this would not be readily observable by the evaluator. Thus, this item should be eliminated from the form altogether.

2) Also under **I. Teaching**, the fifth item, "Maintains an attitude toward students that respects their dignity as people" is equally problematic. For one thing, "attitude" may be observable, but it is difficult to make an objective evaluation of an attitude; we should evaluate behaviors, not attitudes. Although this item could be reworded to read: "Treats students with respect," it would be preferable to eliminate it from the form altogether.

To eliminate these two items from the form would reduce the number of items under **I. Teaching** from 8 to 6—still an adequate number, especially considering that **II. Professional Development** and **III. Service** have only 2 items each. This would reduce the total number of items being evaluated on the whole form from 12 to 10—also adequate.

3) Still under **I. Teaching**, the seventh item, "Maintains an adequate number of office hours," should be amended to read, "Maintains the required number of office hours." Changing one word clarifies the intent of this item.

4) On the last page of the form under **Total**, the line "Grand Total/Items Evaluated/Average %" should be eliminated. If the above mentioned unobservable items are removed from the form, the evaluator will always evaluate all remaining items; so the grand total of items evaluated will always be 10, and the percentage will always be 100.

(See the form on the next page. Items highlighted in **green** should be eliminated. The item in **blue** should be amended.)

**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. If an item is inapplicable to the faculty member, please draw a line through the score boxes for that item.

AREA OF EVALUATION	5 Superior	4 Exceeds Expectations	3 Meets Expectations	2 Needs Improvement	1 Unacceptable
I. TEACHING					
Plans and organizes assigned courses effectively					
Uses teaching methods that are 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)					
Provides individual assistance to students (either in the classroom or during office hours) as professor and/or academic advisor					
Maintains an attitude toward students that respects their dignity as people					
Designs course syllabi according to EGSC requirements (requirements can be found in the faculty handbook)					
Maintains an adequate 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:					

Faculty Member Response:

II. PROFESSIONAL DEVELOPMENT

Engages in professional development activities (this could include but is not limited to degrees earned or in progress, research, publishing, conference attendance, conference presentation, membership in professional organizations, taking additional college classes, attending CTL events and webinars)

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Maintains current knowledge of his or her discipline (this could include but is not limited to reading academic journals or books, listening to talks or lectures by academics in the faculty member's field, etc.)

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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:

Faculty Member Response:

III. SERVICE

Institutional Service (this might include but is not limited to committee work, presentations on campus, advising student clubs and student publications, attending campus events)

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Community Service (this might include but is not limited to public educational events or work with a civic or religious organization)

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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:

Faculty Member Response:					
TOTALS					

Grand Total/Items Evaluated / Average %

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

Note: Any rating of Superior, Needs Improvement, or Unacceptable must be explained in the Evaluator's Comments section on the next page.