**COLLEGE OF EARTH AND MINERAL SCIENCES**

**2018 FIXED-TERM FACULTY ANNUAL PERFORMANCE EVALUATION**

**INSTRUCTIONS**

**Purpose --** It is the policy of The Pennsylvania State University that each fixed-term and research faculty (FT) member participates in an annual performance evaluation (*Faculty Handbook,* p. 38). In addition to fulfilling University policy, the purpose of this performance evaluation procedure is to improve communications between FT faculty members and their supervisors about performance expectations, accomplishments, opportunities for professional development, and prospects for promotion, re-appointment and salary increases. This form is an alternative to the College of Earth and Mineral Sciences’ Faculty Activity Summary (FAS) form. FT faculty members whose job duties are academic in nature may complete the FAS form, available at http://www.ems.psu.edu/faculty\_staff/human\_resources/faculty\_evaluation

**Procedure --** The following is an outline of the performance evaluation strategy for EMS FT faculty members. The goal of this procedure is to produce meaningful performance evaluations while minimizing the effort required of all concerned. The procedure must be completed in time to fulfill University and College policy that *all FT faculty members must be notified of re-appointment prospects no later than two months before expiration of the current contract.*

**I. UNIT HEAD ACTIONS**

1. If the unit head is not the immediate supervisor of the FT member, the unit head will designate and notify the appropriate supervisor. *NOTE:* The Unit Head is the Department that provides the majority of salary.

2. The unit head will notify the FT member who will be performing the supervisor role.

**II. FT FACULTY MEMBER ACTIONS**

1. The FT faculty member will complete a performance evaluation statement that documents his or her activities during the evaluation period (1 Jan – 31 Dec 2017). The completed statement will be delivered to the supervisor. In addition to the statement, it is strongly recommended that the FT faculty member provide his or her supervisor with an up-to-date curriculum vitae (CV).

2. The FT faculty member will arrange to meet with his or her supervisor to discuss the performance evaluation, prospects for re-appointment, and to establish a plan of action for the coming calendar year.

**III. SUPERVISOR ACTIONS**

1. The supervisor will review the performance evaluation materials provided by the FT faculty member.

2. The supervisor will meet with the FT faculty member to discuss the performance evaluation and prospects for re-appointment and to establish a plan of action for the coming year. *In accordance with University and College policy, all FT faculty members must be notified of re-appointment prospects no later than two months before expiration of the current contract.*

3. The supervisor will provide written comments at the end of this performance evaluation report for the FT faculty member. The FT faculty member will be given a copy of the report. Another copy (with optional comments by the FT faculty member attached, if applicable) will be filed in the FT faculty member’s dossier in the employee’s unit office.

**COLLEGE OF EARTH AND MINERAL SCIENCES**

**FIXED-TERM FACULTY CURRENT JOB DESCRIPTION**

**For period: January 1, 2017 to December 31, 2017**

The promotion policy for Fixed-Term (FT) faculty provides an opportunity for advancement for those individuals who have consistently made significant contributions to furthering the mission of the College. Similar to the tenure-track faculty’s promotion and tenure procedures, the FT faculty promotion procedures will rely on unit- and College-level committees to review candidate dossiers. Since each FT faculty member has a unique set of responsibilities, a key feature of the annual evaluation process is a detailed and formal job description for each FT faculty member. This job description includes explicit performance expectations within a varied combination of teaching, research, administration, and service. A typical job description may include a breakdown of responsibilities on a percentage basis across these categories and may exclude certain categories altogether.

Faculty member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In order to provide a context for the evaluation that follows, please provide the job description provided in *last year’s* evaluation. (*NOTE: EMS HR maintains a copy if the Department does not.*) This job description signifies the agreement between employee and supervisor of expected contributions within the four roles executed by FT faculty (teaching, research, administration, and service) (*NOTE: descriptions that are more specific are captured in the form below*). In the event no job description was formally agreed upon last year, please supply a synopsis of your job description for the past year.

\* Note to foreign nationals: Be careful that your job description is consistent with the information provided when you applied for your visa.

**COLLEGE OF EARTH AND MINERAL SCIENCES**

**FIXED-TERM FACULTY ANNUAL PERFORMANCE EVALUATION STATEMENT**

**Evaluation Period: January 1, 2017 – December 31, 2017**

***(Include all significant accomplishments not covered in last year’s evaluation)***

Fixed-term faculty member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date on which fixed-term faculty member and supervisor met to discuss this statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A. HIGHLIGHTS OF THE YEAR**

• Describe what you feel to be your most significant accomplishment(s) during the evaluation period

**B. RESEARCH ACTIVITIES**

**• Self-directed research**

**• Research support** (technical assistance for faculty and/or student research projects)

**• Research articles** or reports authored, co-authored, or contributed to

**• Proposals** authored, co-authored, or contributed to

**• Presentations** at professional conferences, seminars, or in-services

**C. INSTRUCTIONAL ACTIVITIES**

**• Formal teaching responsibilities** (classes taught, courses developed, students supervised)

**• Informal teaching responsibilities** (informal student advising, tutorials prepared, technical support,
 instructional design)

**D. SERVICE**

• Departmental, College, or University **committee duties**

**• Service to professional organizations** (scholarly papers or research proposals reviewed, editorial duties)

• Communication and coordination among **campus service groups**

**•** Contributions to programs that enhance **equal opportunity and diversity**

**• Community service**

**E. CENTER/INSTITUTE MANAGEMENT**

• Responsibilities related to the day-to-day operations ofyour center or institute (budget management, employee supervision, strategic planning)

**F. PROFESSIONAL DEVELOPMENT**

• Courses taken, conferences attended, or training you received to improve your job performance

**G. ASSESSMENT OF THE WORK ENVIRONMENT**

• State the extent to which your work environment (space, equipment, communications with supervisor and colleagues) is adequate in supporting your activities. If appropriate, discuss how improvements in your work environment may enhance your productivity and job satisfaction.

**H. LOOKING AHEAD**

• Conclude your statement by considering new challenges and opportunities you expect to encounter in the coming year. If appropriate, set goals or suggest strategies for enhancing your productivity and job satisfaction.

I invite comments on the administration of all programs, people, or functions of your unit by your unit leader this year. Areas you could comment on include leadership, mentorship, focus on students, office function, interpersonal skills, and the work environment. Specific examples of what your unit leader did well, or could have done better, would be most helpful.

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**FIXED-TERM FACULTY JOB DESCRIPTION UPDATE**

**For period: January 1, 2017 to December 31, 2017**

The College of Earth and Mineral Sciences has specified that the role of the FT faculty is to augment the extent and range of activities performed by tenured faculty. While FT faculty duties and responsibilities can be categorized into the categories of teaching, research, service and administration, FT faculty job descriptions rarely require that these individuals be responsible for demonstrating evidence of accomplishment in each of these areas. Given this tendency to “specialize” and the one-year nature of the majority of FT appointments, it is important that job descriptions are reviewed and updated, as needed, for the coming year. They can then serve as appropriate benchmarks for the evaluation of performance.

Faculty member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Write a clear, concise description of your projected job responsibilities *for the coming year*. Focus your description by framing your activities in the areas of teaching, research, service, and administration. If necessary, you might also provide a statement of how your responsibilities are expected to evolve from previous year’s duties.

Faculty member’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Supervisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

\* Note to foreign nationals: Be careful that your job description is consistent with the information provided when
you applied for your visa.

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**FIXED-TERM FACULTY SUPERVISOR’S COMMENTS**

**For period: January 1, 2017 to December 31, 2017**

Fixed-term faculty member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date on which fixed-term faculty member and supervisor met to discuss this statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The supervisor should provide comments on both what the fixed-term faculty member provided in this evaluation and comments on any significant achievements or issues that were not captured. In addition, the supervisor should provide an overall assessment of the fixed-term faculty member’s performance over the past year and highlight any areas where their performance was excellent or could use improvement. Additionally, adding in an assessment of each area (i.e. Outstanding, Excellent, Good and Fair, where Good is typical) is beneficial to both the supervisor and employee.