

# 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 performance that will achieve tenure, promotion, award recognitions and the expansion of professional opportunities and growth. Points are assigned in this faculty performance system for accomplishments in the three areas of teaching, research/scholarship, and service.

Faculty members seeking tenure and promotion to associate professor should attain 15 points in each of the three performance areas (teaching, research/scholarship, and service) and attain a grand total of 45 points. In addition to these performance guidelines, to qualify for a promotion to full professor, a faculty member should demonstrate sustained excellence in all areas: consistently earn 7 points in teaching evaluations by students and 7 points in teaching evaluations by supervisor, publish refereed scholarship, present at international/national conferences, and chair committees. The Department of Counselor Education does not employ instructors in tenure-track positions.

## Professional Performance Criteria, Interpretation, Standards and Procedures

### Teaching

The department evaluates the effectiveness of teaching by administering the university's Instructor/Course Evaluation form to students in all classes every semester. Also, an observation of teaching is conducted by the supervisor using the Instructor/Course Evaluation form for Assistant level non-tenured faculty or on an as needed basis. Proficiency in student advising and the scores received by students on the CPCE and the NCE are considered by the supervisor during the evaluation of teaching.

Measurable criteria: *Instructor/Course Evaluation form, assessments by students and the supervisor*

Interpretation of data: *Comparison of median scores across the department, college, and university and consideration of student comments.*

Standards of performance: *Minimum acceptable performance is a combined median of 3 for all items.*

*Less than a median of 3: Faculty member and supervisor discuss strategies for improvement*

*Less than a median of 3 for the same item for more than 2 semesters: Incorporate an improvement plan into yearly goals*

Procedures:

<u>Points</u>	<u>Activity</u>	<u>Description</u>
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\_\_\_ (7 points) Teaching Evaluations by Students—combined median of 4.3 or above on most evaluations

\_\_\_ (7 points) Teaching Evaluations by Supervisor—overall average of 4.5 or above

- \_\_\_ (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:

<u>Points</u>	<u>Activity</u>	<u>Description</u>
___ (15 points)	Awarded Competitive Grant (e.g., National Private Foundation, NSF, DOE) over \$50,000	_____
___ (9 points)	Publication—National Refereed Journal	_____
___ (9 points)	Book Contract – (1 to 3 years; this be allotted with partial points annually)	_____
___ (8 points)	Competitive Grant Application – non-funded (e.g. National Private Foundations, NSF, DOE) over \$50,000	_____
___ (8 points)	Presentation—International/National Conference	_____
___ (7 points)	Publication—State Refereed Journal	_____
___ (7 points)	Presentation—Regional/State Conference	_____
___ (6 points)	Other Publication (Book Chapter, Test Critique, etc.)	_____
___ (6 points)	Presentation or Consultation—Local	_____
___ (6 points)	20 hours of Continuing Education	_____
___ (6 points)	Attainment of New Counseling Credential	_____
___ (5 points)	Maintenance of Counseling Credential	_____
___ (5 points)	Small Grant Award (e.g., university research grant, professional organization grant) under \$50,000	_____

\_\_\_ Research/Scholarship Total (Maximum of 15 points may be used toward grand total)

Faculty Member Comments, Research/Scholarship: \_\_\_\_\_

**Service**

Service is demonstrated by leadership on university committees/organizations, local boards/councils and in professional organizations within the local area, the state, the region or the nation. The department highly values service to practicing counselors in the UNA primary service area and within the state. Therefore, service activities on campus, within the local area and in the state are highly rewarded in the department's evaluation system.

Measurable criteria: *Participation on university, college, and departmental committees.*  
*Participation in local, state, regional, and national organizations and volunteer activities.*  
Interpretation of data: *Criterion-based point system displayed below under "Procedures."*  
Standards of performance: *Minimum of one (1) service activity per year.*

Procedures:

<u>Points</u>	<u>Activity</u>	<u>Description</u>
___ (8 points)	Chair—University Committee	_____
___ (8 points)	Chair—Department	_____
___ (8 points)	Officer—National Professional Organization	_____
___ (8 points)	President—State Professional Organization	_____
___ (6 points)	Officer—State Professional Organization	_____
___ (5 points)	Committee Chair – State Professional Organization	_____
___ (5 points)	Advisor – Student Organization	_____
___ (5 points)	Coordinator—Department Area	_____
___ (5 points)	Chair—College Committee	_____
___ (5 points)	Member—University Committee	_____
___ (5 points)	Member – Local Board or Council	_____
___ (5 points)	Chair—Department Committee	_____
___ (5 points)	Manuscript Reviewer, Refereed Professional Journal	_____
___ (5 points)	Reviewer – Conference Program Reviewer for National or State Professional Organization	_____
___ (4 points)	Member—College Committee	_____
___ (4 points)	Volunteer 20 hours – Local Counseling Agency	_____
___ (3 points)	Member – Department Committee	_____
___	Service Total (Maximum of 15 points may be used toward grand total)	_____

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: \_\_\_\_\_

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