

GRAMBLING STATE UNIVERSITY

GENERAL FACULTY PERFORMANCE EVALUATION

Department: _____ Academic Year: _____ Date: _____

Name: _____ Rank: _____

Teaching Specialty: _____ Highest Degree: _____

No. Yrs. Experience: _____

Criteria	Maximum Points	University Guidelines	Chairman's Recommendation
I. TEACHING EXCELLENCE/ ADVISEMENT/COUNSELING THIS YEAR		50	_____
<ul style="list-style-type: none"> ▪ Chairman's Evaluation 10 _____ ▪ Self Evaluation 10 _____ ▪ Student Evaluation 10 _____ ▪ Peer Evaluation 10 _____ ▪ Student Advisement/Counseling 10 _____ 			
II. RESEARCH AND CREATIVE WORK THIS YEAR		20	_____
<ul style="list-style-type: none"> ▪ Books Published 0-10 _____ ▪ Articles Published 0-10 _____ ▪ Published Book Reviews 0-10 _____ ▪ Creative Works Performance 0-10 _____ ▪ Research in Progress 0-10 _____ 			
III. UNIVERSITY SERVICES THIS YEAR		10	_____
<ul style="list-style-type: none"> ▪ Standing Committees 0-10 _____ ▪ Sponsor Campus Organization(s) 0-10 _____ ▪ Consultant – University 0-10 _____ ▪ Recruiting Activities 0-05 _____ ▪ Faculty Senate or University Ad-Hoc Committees 0-03 _____ ▪ Special Assignment 0-03 _____ ▪ Curriculum Development 0-03 _____ 			

IV. PROFESSIONAL ACTIVITIES/
COMMUNITY SERVICES THIS
YEAR

20

- Officer in National,
Regional, Local Profes-
sional Organizations 0-10 _____
- Editorial Staff Profes-
sional Organizations 0-10 _____
- Presentation (Seminars,
Addresses, Recitals, etc.) 0-10 _____
- Presentation 0-10 _____
- Other Value Profes-
sional Experiences
(Specify) 0-10 _____
- Non-Degree Study:
Travel, Workshop, etc. 0-03 _____
- Attending and Reporting on
Professional Meetings/
Conferences 0-03 _____
- Community Activity
(Telethons, etc.) 0-03 _____

TOTALS _____

*100

No faculty member may receive more than 100 points.

GUIDELINES FOR GFPE FORM

1. This form should be used to evaluate full-time employees with faculty status only.
2. An up-to-date job description shared with the faculty member by the chairperson should be in the hands of the evaluator.
3. The Annual Report (form IF/SAR) of the faculty member should be in the hands of the evaluator prior to using this instrument.
4. A faculty member should be given a copy of his final evaluation after all signatures have been affixed.
5. If an individual disagrees with his/her evaluation, he may present his objections in writing to be placed in his personal file. If the faculty member has a grievance, he may petition the Judicial Affairs Committee of the Faculty Senate, which will respond within thirty (30) days after receipt of complaint.
6. A faculty member whose responsibilities are teaching and assignments other than teaching should be evaluated proportionally to the teaching and other responsibilities.
7. This form should be submitted to Human Resources by the last day of the spring semester. A copy of this form should be submitted to Academic Affairs by the last day of the spring semester. A copy of this form should be kept on file in the Chairman's Office and in the Dean's Office.