

Faculty Performance Guidelines

Department of Counselor Education

Revised: 12/15/17

Faculty Member _____

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.

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. 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 mean scores across the department, college, and university*

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

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

Less than a mean 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—overall average of 4.5 or above

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

___ (6 points) Teaching Evaluations by Students—overall 4.3 to 4.49

- ___ (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 _____
- ___ 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>
___ (9 points)	Publication—National Refereed Journal	_____
___ (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)	Manuscript Reviewer, Refereed Professional Journal	_____
___	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	_____
___ (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.

Level of Performance:	Excellent Performance	40	Satisfactory Performance	30	Performance Needs Improvement	25 or less
Total Points	45		35			

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.

<u>Professional Performance Area</u> (Maximum of 15 points per area)	<u>Points</u>
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: _____

