



Lamar Institute of Technology  
F2.08I – Faculty Annual Review

**INSTRUCTIONS:**

1. For Student Evaluation Results, input student evaluation scores from CSS surveys. Faculty not meeting the 4.0 (80%) requirement will need to submit a Professional Improvement Plan.
2. Faculty and their first and second level supervisors will rate the faculty member on each remaining measure. It is assumed that each faculty member “meets expectations” on every measure. Evidence for increasing/decreasing a rating must be provided in the comment section. Validated ratings less than “meets expectations” will require a Professional Improvement Plan.

**Evaluation Period:**

**T#:** **Name:** **Dept.:**

**Status:** **Rank:** **Prog.:**

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Student Evaluation Results:

<b>Measure</b>	<b>Fall Rating</b>	<b>Spring Rating</b>	<b>Average Rating</b>
#5 – Texts/supporting materials consistent with objectives stated in the syllabus			
#16 – Is available for help and advice			
#18 – Is reliable in meeting class			
#19 – Returns graded tests & papers within a reasonable length of time			
#23 – Overall rating of this instructor			

Faculty Comments:

1<sup>st</sup> Level Supervisor Comments:

2<sup>nd</sup> Level Supervisor Comments:



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**I. Instructs in alignment with approved course syllabus, which includes appropriate objectives, grade scale and class assignments suitable to the objectives.**

Faculty Rating:

Faculty Comments:

1<sup>st</sup> Level Supervisor Rating:

1<sup>st</sup> Level Supervisor Comments:

2<sup>nd</sup> Level Supervisor Rating:

2<sup>nd</sup> Level Supervisor Comments:



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**II. Makes appropriate course revisions, which reflect new advances in the field concerning the course subject, student evaluations, and changes based on experience. Updates course syllabus as necessary.**

Faculty Rating:

Faculty Comments:

1<sup>st</sup> Level Supervisor Rating:

1<sup>st</sup> Level Supervisor Comments:

2<sup>nd</sup> Level Supervisor Rating:

2<sup>nd</sup> Level Supervisor Comments:



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**III. Use and introduce teaching aids to increase student learning;** i.e. games, computer assisted learning, learning packets, flipped classroom, active learning, case studies, guest lecturers, and external learning experiences.

Faculty Rating:

Faculty Comments:

1<sup>st</sup> Level Supervisor Rating:

1<sup>st</sup> Level Supervisor Comments:

2<sup>nd</sup> Level Supervisor Rating:

2<sup>nd</sup> Level Supervisor Comments:



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**IV. Completes professional development related to field of expertise or teaching.**  
Evidence includes professional development activities through the TLC as well as seminars, webinars, and conferences. These activities are those outside of normal expectations.

Faculty Rating:

Faculty Comments:

1<sup>st</sup> Level Supervisor Rating:

1<sup>st</sup> Level Supervisor Comments:

2<sup>nd</sup> Level Supervisor Rating:

2<sup>nd</sup> Level Supervisor Comments:



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**V. Participates in student recruitment activities** (minimum of 2 per long semester).  
Evidence includes any documented student recruitment activity.

Faculty Rating:

Faculty Comments:

1<sup>st</sup> Level Supervisor Rating:

1<sup>st</sup> Level Supervisor Comments:

2<sup>nd</sup> Level Supervisor Rating:

2<sup>nd</sup> Level Supervisor Comments:



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**VI. Available for advising/registration of students.** Evidence includes advising schedules for the fall and spring semester.

Faculty Rating:

Faculty Comments:

1<sup>st</sup> Level Supervisor Rating:

1<sup>st</sup> Level Supervisor Comments:

2<sup>nd</sup> Level Supervisor Rating:

2<sup>nd</sup> Level Supervisor Comments:



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**VII. Participates in campus activities;** Evidence includes committee meetings, faculty meetings, graduation, convocation, LIT sponsored activities and student organization sponsorship. Faculty are required to attend both graduations, and convocations to receive a "meets expectations" rating.

Faculty Rating:

Faculty Comments:

1<sup>st</sup> Level Supervisor Rating:

1<sup>st</sup> Level Supervisor Comments:

2<sup>nd</sup> Level Supervisor Rating:

2<sup>nd</sup> Level Supervisor Comments:





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**VIII. Engages in student retention activities.** Evidence includes appropriate use of Blackboard gradebook and Starfish, participation in mentoring program, tutoring or supplemental instruction, and being accessible to students.

Faculty Rating:

Faculty Comments:

1<sup>st</sup> Level Supervisor Rating:

1<sup>st</sup> Level Supervisor Comments:

2<sup>nd</sup> Level Supervisor Rating:

2<sup>nd</sup> Level Supervisor Comments:



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**IX. Promotes a professional image of self and LIT.** Evidence includes engaging in professional behavior, wearing appropriate work attire and maintaining work spaces conducive to learning. Professional behavior includes being on time, meeting deadlines, good communication practices, and adhering to policies and procedures.

Faculty Rating:

Faculty Comments:

1<sup>st</sup> Level Supervisor Rating:

1<sup>st</sup> Level Supervisor Comments:

2<sup>nd</sup> Level Supervisor Rating:

2<sup>nd</sup> Level Supervisor Comments:



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**X. Maintains current professional license, certification, or registration, if required.**

Faculty Rating:

Faculty Comments:

1st Level Supervisor Rating:

1st Level Supervisor Comments:

2nd Level Supervisor Rating:

2nd Level Supervisor Comments:



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**XI. Performs work safely and abides by industry safety standards as appropriate.**  
Evidence includes working safely and abiding by industry and Institute standards for health and safety.

Faculty Rating:

Faculty Comments:

1st Level Supervisor Rating:

1st Level Supervisor Comments:

2nd Level Supervisor Rating:

2nd Level Supervisor Comments:



### SUMMARY OF RATINGS

#### Student Evaluation:

Text/Materials consistent with syllabus:

Is available for help and advice:

Is reliable in meeting class:

Returns graded tests/papers within a reasonable time:

Overall rating of instructor:

#### Self/Supervisor Evaluation:

<i>Performance Assessed</i>	<i>Faculty Rating</i>	<i>1<sup>st</sup> Lvl Supervisor</i>	<i>2<sup>nd</sup> Lvl Supervisor</i>
Instructs in alignment with approved syllabus:			
Makes appropriate course revisions:			
Use of teaching aids to increase student learning:			
Completes professional development:			
Participates in student recruitment activities:			
Available to advise students:			
Participates in campus activity:			
Engages in student retention strategies:			
Promotes a professional image:			
Maintains current professional license, certification, or registration if required:			
Performs work safely and abides by industry safety standards as appropriate:			
OVERALL AVERAGE RATING:			



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Faculty - Summary Rating:

Faculty Summary Comments:

I have completed my portion of this Faculty Annual Review and I am delivering it to my immediate supervisor for review and evaluation. I understand that I shall receive a copy of the Faculty Annual Review after all supervisors have completed their review. I have the right to request a conference with my supervisor about their evaluation within 14 business days after the return of the review. I have the right to appeal the Faculty Annual Review within 14 business days after a request for a conference.

Faculty Signature

1<sup>st</sup> Level Supervisor - Summary Rating:

1<sup>st</sup> Level Supervisor - Summary Comments:

1<sup>st</sup> Level Supervisor Signature

2<sup>nd</sup> Level Supervisor - Summary Rating:

2<sup>nd</sup> Level Supervisor - Summary Comments:

2<sup>nd</sup> Level Supervisor Signature

Dean - Summary Rating:

Dean - Summary Comments:

Dean Signature:

Reviewed by Executive Vice President/Provost: