

# DEPARTMENTAL PEER EVALUATION FORM

## To Be Used By Individual Faculty Members

DATE \_\_\_\_\_

VOTE FOR \_\_\_\_\_

VOTE AGAINST \_\_\_\_\_

ABSTAIN \_\_\_\_\_

CANDIDATE \_\_\_\_\_

RANK \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

ACTION SOUGHT (Check) Reappointment  for \_\_\_ years of service at Wagner  
Promotion  for \_\_\_ years of service at a  
Tenure  previous institution as accepted by  
the Provost

### INSTRUCTIONS:

- After review of the Faculty Handbook criteria to be met for the action sought, the department is to evaluate the candidate on the following qualities in accordance with the following ratings:

4 = Candidate surpasses the criteria  
3 = Candidate meets the criteria  
2 = Candidate minimally meets the criteria  
1 = Candidate fails to meet the criteria  
NA = Not Applicable  
NK = Not Known

Note:

- The ratings should be specific to the criteria for the action requested. The criteria to be met increase quantitatively and/or qualitatively from reappointment to promotion (increasing from instructor to assistant to associate to full professor), and, finally, tenure.
- The sequence of items on each page does not necessarily indicate relative importance of factors involved. Refer to Handbook for appropriate priorities.
- This completed form is to be submitted to the Peer Evaluation Group and not forwarded to the Faculty Personnel Committee.

**A. TEACHING**

(Rating: 4,3,2,1, NA or NK)

- 1. Maintains friendly and professional relationship with students .....
- 2. Treats students with respect.....
- 3. Encourages students to exercise freedom of thought and expression .....
- 4. Is readily available to students outside of class.....
- 5. Distributes syllabi which clearly establish course objectives and which adhere to the course description per the catalog and cover the material specified.....
- 6. Uses teaching methods appropriate to the subject.....
- 7. Meets classes as scheduled.....
- 8. Demonstrates mastery of subject matter.....
- 9. Prepares for classes.....
- 10. Assigns appropriate text book, readings and out-of-class work.....
- 11. Tests and grades students professionally and fairly.....
- 12. Revises courses and develops new ones as appropriate .....
- 13. Includes community-based components in courses (NA if the candidate does not incorporate community-based teaching.....
- 14. Other (explain below).....
- 15. Overall rating of candidate’s teachings .....

Explanation of #14 above:

Additional comments:

**B. SCHOLARSHIP/PROFESSIONAL DEVELOPMENT**

(Rating: 4,3,2,1, NA or NK)

- 1. Exhibits professional work publicly, e.g., gallery exhibits, theatre, stage designs, etc.....
- 2. Performs professionally in public, e.g., as actor, singer, director, music director, technical director, etc.....
- 3. Has performances of his/her creative works.....
- 4. Publishes scholarly books or equivalent works.....
- 5. Publishes articles or equivalent works in refereed professional journals.....
- 6. Demonstrates active and continuing involvement in research, including unpublished manuscripts .....
- 7. Presents papers at professional conferences.....
- 8. Presents in the field of their discipline externally to academic institutions or community/public organizations ...
- 9. Serves as a consultant in the field of their discipline to community/public organizations.....
- 10. Serves as a peer reviewer for a refereed journal, academic conferences, or granting agencies .....
- 11. Serves on the editorial board for a refereed journal .....
- 12. Applies for competitive external grants .....
- 13. Is invited to contribute scholarly expertise to assist community/public organizations .....
- 14. Serves as commentator on others’ papers at professional conferences and/or publishes book reviews .....
- 15. Chairs committees or sessions at professional conferences .....
- 16. Attends professional meetings.....

- 17. Holds membership in professional organizations.....
- 18. Other (explain below).....
- 19. Overall rating of candidate's scholarship .....

Explanation of #18 above:

Additional comments:

**C. SERVICE**

(Rating: 4,3,2,1, NA or NK)

- 1. Maintains regular office hours, an on-campus presence, and is available at other times when necessary, in accordance with the Handbook .....
- 2. Participates in student activities (e.g., advisor to student organizations) .....
- 3. Participates in departmental activities (e.g., advisement and registration) .....
- 4. Participates in College committee structure .....
- 5. Participates in College events (e.g., Freshman Advisement, visitation days, student orientation, convocations)..
- 6. Works collegially and professionally with others and shows respect for their views .....
- 7. Carries out responsibilities in a professional manner .....
- 8. Publishes articles in popular periodicals in the field of their discipline (e.g., newspapers, magazines) .....
- 9. Other (explain below).....
- 10. Overall rating of candidate's service to the College.....

Explanation of #9 above:

Additional Comments:

**E. ADDITIONAL EVALUATIONS FOR SECOND AND FOURTH YEAR REVIEW ONLY**

The purpose of the Second and Fourth Year Review is to assure that faculty members are of sufficient quality that continued employment up to the tenure decision appears to be warranted. But it should be clear to all involved that a positive decision at the Second or Fourth Year Review does not necessarily guarantee an eventual positive Tenure decision, which is normally determined in the candidate's sixth year. Instructions: The Department or PEG is to evaluate the candidate in accordance with the following ratings:

4 = Highly Probable      3 = Probable      2 = Uncertain      1 = Improbable

- 1. Candidate will continue to teach effectively through the tenure decision.....
- 2. Candidate will continue active scholarship through the year of the tenure decision .....
- 3. Candidate will continue to offer service to the College through the year of the tenure decision.....
- 4. Candidate will continue to work collegially and professionally with his or her colleagues through the year of the tenure decision .....

Additional comments:

**F. ADDITIONAL EVALUATIONS FOR TENURE DECISION ONLY**

Tenure decisions must be based on the long-term needs and well-being of the Department and the College; a candidate's fulfillment of all the criteria for reappointment and promotion shall be deemed necessary but not solely sufficient to grant tenure.

- Candidate's number of years of FULL-time teaching at Wagner.....
- Years at other colleges and/or universities as accepted by the Provost/Vice President for Academic Affairs at the time of his or her hiring as prior service toward Tenure eligibility, not to exceed three years ....
- Candidate has received the terminal degree or its equivalent consistent with the Handbook and appropriate to his or her discipline..... Yes  No

List others:

Instructions: The Department is to evaluate the candidate in accordance with the following ratings:

4 = Highly Probable      3 = Probable      2 = Uncertain      1 = Improbable

- 1. Candidate will continue to teach effectively .....
- 2. Candidate will continue active scholarship .....
- 3. Candidate will continue to offer service to the College .....
- 4. Candidate will continue to work collegially and professionally with others .....
- 5. Candidate will fulfill the long-term needs of the Department.....
- 6. Overall judgment that the candidate will fully measure up to the expectations of a tenured faculty member as indicated in items #1 through #5 above .....

Additional comments: