

TALLY SHEET
Department Peer Evaluation Form To Be Used By Peer
Evaluation Group

DATE _____

VOTE FOR _____

VOTE AGAINST _____

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:

On the following pages indicate the tallies of rankings made for each individual criteria by the individual members of the department evaluating the candidate.

A. TEACHING

		4	3	2	1	NA	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:

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B. SCHOLARSHIP/PROFESSIONAL DEVELOPMENT

		4	3	2	1	NA	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	Demonstrates active and continuing involvement in research, including unpublished manuscripts						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:

C. SERVICE

		4	3	2	1	NA	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:

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

The purpose of the Second and Forth 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.

		4	3	2	1	NA	NK
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						

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:

		4	3	2	1	NA	NK
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 #6 above						