

CNS Tenure-System Faculty Annual Evaluation Form and Outside Work for Pay Disclosure Form

Objectives and Requirements:

The *CNS Tenure-System Faculty Annual Evaluation Form* is intended to provide a summary of the annual evaluations of tenure-system faculty undertaken by all CNS units, to facilitate reporting the results of these evaluations, and to document that each faculty member has been provided the results of his/her evaluation. Signatures of both the Chair (or Chairs, in the case of jointly appointed faculty) and the faculty member under review are required, and all forms should be kept on file in the Department. Copies of the signed form (and any attachments) should be forwarded to the CNS Dean's Office for all Assistant and Associate Professors.

The *CNS Outside Work for Pay Disclosure Form* is intended to provide an annual check of compliance with the [MSU Policy on Outside Work for Pay](#), and should be completed in conjunction with the annual faculty review.

Forms should be completed every year for each faculty member by June 15th, evaluating the activities of the previous calendar year and disclosing plans for outside work for pay during the next fiscal year.

Background:

MSU [Faculty Review Policy](#) contained in the [Faculty Handbook](#) states that “each tenure system faculty shall be evaluated on an annual basis and informed in writing of the results of his/her review by the unit administrator”, and that each unit shall have “clearly formulated and relevant written performance criteria ... to clarify expectations.” CNS has articulated general faculty performance expectations in the [Faculty Workload Policy](#), [Guidelines for Faculty Reappointment, Promotion and Tenure](#), and the [CNS Faculty Development Policy](#), and MSU has specified the [criteria for appointment, reappointment, tenure, and promotion recommendations](#). CNS relies on all units to apply these expectations for faculty in the formulation of unit-specific faculty annual review performance criteria. The MSU [Career Advancement and Professional Development Policy](#) further states that “the dean should receive a copy of the evaluation” and “should conduct in-depth reviews with each chairperson or director of the annual performance evaluations of each non-tenured faculty member appointed in the tenure system to identify issues and to implement appropriate steps to assist the faculty member in achieving success in the unit.”

Chairs and Directors are expected to carry out annual faculty evaluations using departmentally approved procedures, to do so in collaboration with joint appointment Departments (if appropriate), and to provide feedback to individual faculty. The results of these annual reviews are also input to the faculty raise process, are critical in determining faculty assignments and access to space and other resources, and are important in determining appropriate mentoring and faculty development opportunities. MSU performance review [guidelines and resources](#) may be found on the [MSU ADVANCE grant website](#).

Instructions:

The *CNS Tenure-System Faculty Annual Evaluation Form* should be filled out each year, summarizing the evaluation of each faculty member in the areas of *research, teaching/student engagement, and leadership/service or outreach*. Evaluations should encompass the all scholarly activity of the faculty member within the relevant discipline(s), reflect unit goals, and be done within the context of full-time effort during the current year under review. Attach additional documentation, such as a faculty annual report, sabbatical leave report, or evaluation letter, as appropriate.

In each of the three areas, provide a summary judgment of faculty performance, as well as a brief analysis of strengths/weaknesses and a description of any recommendations. Give specific examples supporting the evaluation, based on current or planned achievement or activity. Special care should be taken to properly identify and evaluate progress in projects that require multiple years to complete or projects done in collaboration with others. Provide an evaluation of performance relative to rank, position, and workload expectations appropriate to MSU and peer institutions, and not relative to other faculty in the same unit. Examples of evidence of activity and achievement in each of the areas of evaluation are given below, and should be reviewed and modified as necessary by the unit.

In the “Summary and Outlook” section, as appropriate: summarize progress since last review, future plans, and professional development objectives; review or revise current responsibilities, mentoring plans, and allocation of space or other resources. Specifically comment on steps to be taken to address any areas found to be “below expectations” or “minimally acceptable”, and progress toward next reappointment, tenure, or promotion. In the case of a faculty member who has completed a sabbatical leave during the year under review, include in this section an evaluation of the success of the sabbatical in fostering new avenues of research, teaching, and/or outreach/engagement.

Faculty should review and sign the *CNS Outside Work for Pay Disclosure Form* yearly as part of the annual evaluation process and, if necessary, should fill out and submit the [MSU Outside Work for Pay/Overload Pay](#) form for Department and CNS approval.

Examples¹ of Possible Evidence of Activity or Achievement:

Research Activity: Grant proposals submitted, manuscripts submitted for publication, laboratory/instrument construction, experiments underway, study section or editorial board membership, reviews for high-impact journals, or participation in or organization of workshops, short courses, seminars, institutes, symposia, etc., documented completion of a self-assessment of research status and a plan for the future.

Research Achievement: Grants funded, (peer-reviewed) articles, technical reports, books, or book-chapters published, documented significant progress or completion of experiment or instrument, citation survey or other measure of scholarly impact, service as an editor of a professional journal, leadership of a research group, center, or institute, successful organization of a multi-PI/group grant submission, or scholarly recognition by university, government, or professional organization.

Teaching activity: Teaching load, course enrollment, TA or laboratory supervisory responsibility, or adequate in- and out-of-classroom availability to students; graduate student advising or mentorship, or thesis committee membership; participation in FOD, CNS, or other workshops on teaching, advising, or mentoring; participation in study abroad program; documented completion of self-assessment of teaching and a plan for improvement.

Teaching Achievement: Classroom performance as assessed by SIRS/SOCT scores, teaching portfolio review, peer teaching evaluations, or demonstrated student-learning outcomes (assessed relative to the nature of the course); advisee completion of MS or PhD degrees; leadership in course or curriculum design, study abroad program, or implementation of a scholarly approach to teaching. Publications, grants, or presentations in the Scholarship of Teaching and Learning, if not included above as research.

Engagement Activity: Service on unit, College, University, professional organization, or government agency committees or panels (as member or officer), advisor to a student organization, acting as a mentor to colleagues, review of manuscripts or grants (if not included in research), or as a consultant for external agencies or stakeholders, or as an external evaluator for another University; participation in FOD, CNS, or other leadership workshops, or in recruiting or fund-raising, outreach, lifelong-learning, or other engagement activities.

Engagement Achievement: Documented accomplishments from leadership on a panel or committee for a unit, college, university, professional organization or government agency. Organization of recruiting or fund-raising, outreach, lifelong-learning, or other engagement activities

¹ This list is not exhaustive, nor is it expected that a single individual will engage in all the activities listed.

CNS Tenure-Stream Faculty Annual Evaluation Form*

Name	Department(s)	Review Year
Workload Expectations:		
Research ___%	Teaching ___%	Service ___%

Research

<input type="checkbox"/> Below Expectations Insignificant scholarly or creative activity, or activity of a quantity or quality below expectations given rank, position, and workload expectations.	<input type="checkbox"/> Needs Improvement Minimal amount of peer-reviewed scholarship and grant funding, or research productivity of low quality relative to rank, position, and workload expectations.	<input type="checkbox"/> Good Good scholarly productivity relative to rank, position, and workload expectations; peer-reviewed publication in good journals; future plans with high likelihood of successful completion. Appropriate research funding.	<input type="checkbox"/> Excellent Excellent scholarly achievement relative to rank, position, and workload expectations; publication in high-impact journals; completion of important research projects in accordance with long-term plans. Evidence of disciplinary leadership.	<input type="checkbox"/> Outstanding Extremely significant and rigorous scholarship with demonstrable disciplinary impact, published in prestigious venues. Major scholarly achievements relative to rank, position, and workload expectations.
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Research: Strengths/Weaknesses of Activities/Achievements, and Recommendations

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Teaching/Student Engagement

<input type="checkbox"/> Below Expectations Problematic classroom or other teaching performance; unreliable advising or mentoring, and frequent unavailability; indifference toward or unreasonable resistance to meeting teaching standards	<input type="checkbox"/> Needs Improvement Fulfills all teaching responsibilities and meets minimal qualitative expectations in the classroom. One or more problematic elements in the area of teaching, and minimal efforts at improvement. Or some unreliable availability or mistakes in assigned advising or mentoring, or little or no curricular development.	<input type="checkbox"/> Good Fulfills all teaching responsibilities. Evidence of solid work in the classroom; some successful effort to improve; good reliable student mentoring and academic advising.	<input type="checkbox"/> Excellent Fulfills all teaching responsibilities well. Evidence of overall excellence in teaching, advising, student mentoring; curriculum or program development.	<input type="checkbox"/> Outstanding Fulfills all teaching responsibilities very well. Demonstrable overall excellence in teaching, advising, and mentoring; leadership in course or curricular improvement, sharing of expertise.
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Teaching: Strengths/Weaknesses of Activities/Achievements, and Recommendations

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* Adapted from measuredreasons.com, MSU ADVANCE grant [faculty performance review toolkit](#), [CNS RPT guidelines](#), [MSU RPT recommendation guidelines](#), and [LBC faculty annual evaluation materials](#).
 Revised 12/13/2010.

Engagement in Leadership/Service/Outreach

<input type="checkbox"/> Below Expectations Little or no meaningful or useful activity in serving department, College, or University in important ways. Or, behavior of a professionally unacceptable kind or harmful effect.	<input type="checkbox"/> Needs Improvement A minimal level of useful activity, relative to rank, seniority, and workload expectations, in serving the program, department, College, University or profession.	<input type="checkbox"/> Good Consistently effective service at multiple organizational and professional levels appropriate to rank and seniority; shows initiative; responsive to needs of students, colleagues, and department.	<input type="checkbox"/> Excellent Excellent initiative and effort with consistently beneficial results on important projects, appropriate to rank and position at multiple organizational and professional levels.	<input type="checkbox"/> Outstanding Uniformly excellent effort and results in important projects; generosity of spirit in volunteering; effective leadership appropriate to rank and position
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Engagement: Strengths/Weaknesses of Activities/Achievements, and Recommendations

<ul style="list-style-type: none"> • • •

Allocation of MSU space and resources: (attach description if modification is necessary)

<input type="checkbox"/> Space or resources should be reallocated.	<input type="checkbox"/> Space or resources appropriate.	<input type="checkbox"/> More space or resources required.
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Summary¹ and Outlook: Progress, Plans, and Future Promotions

Empty space for summary and outlook

Signatures

Faculty Member	Date
<input type="checkbox"/> I have a written response to this review, and the response is attached.	<input type="checkbox"/> I do not have a written response to this review.
Department Chair(s)/Administrator(s)	Date

¹ For a faculty member on sabbatical leave during the review year, comment here on sabbatical accomplishments.

CNS Outside Work for Pay Disclosure Form*

All faculty members (tenure system and fixed term) at the rank of instructor through professor who hold appointments of at least 50% time are required to obtain approval of all outside work for pay with the following exceptions (these activities are not regulated by the outside work for pay policy):

- presentations at professional meetings and other similar gatherings
- peer review of articles and grant proposals
- leadership positions in professional societies
- preparation of scholarly publications
- editorial services for educational or professional organizations
- service on advisory committees or evaluation panels for government funding agencies, nonprofit foundations, or educational organizations
- Musical and other creative performances and exhibitions, if there is an expectation in the faculty member's discipline that he/she will engage in such performances or exhibitions.

Pay includes:

Anything of value received in consideration for work (except reimbursement of expenses, indemnification, or insurance coverage for claims arising out of or occurring in connection with the work). Examples of pay include, but are not limited to, any salary, fee, honorarium, stock, stock option, monetary gift or contribution beyond actual expense, or the promise of any of these in the future. Work for any business or other for-profit enterprise owned or operated by a faculty member or by his/her relative(s), shall be considered "pay" (whether or not the faculty member receives anything of value in consideration for the work)

I do not anticipate having any outside work for pay from July 1- June 30, 20_____, but will request and obtain written approval from my unit administrator and dean or director before engaging in outside work for pay during this period.

I anticipate receiving pay for outside work and have attached the [MSU Outside Work for Pay/Overload Pay](#) form.

Signature/Date

Name

* Based on the [MSU Policy on Outside Work for Pay](#).

** N.B. MSU policy also requires disclosure of outside work for pay during the summer.