

**CONFIDENTIAL**

**ANNUAL EVALUATION FORM**

**Mississippi Agricultural and Forestry Experiment Station**

**Mississippi State University Extension Service**

**College of Agriculture and Life Sciences**

**Forest and Wildlife Research Center**

**College of Forest Resources**

**Name:**

**Title and Rank:**

**Year:**

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**ANNUAL FACULTY EVALUATION**  
**Division of Agriculture, Forestry and Veterinary Medicine**

Mississippi Agricultural and Forestry Experiment Station  
Mississippi State University Extension Service  
College of Agriculture and Life Sciences  
Forest and Wildlife Research Center  
**College of Forest Resources**

For the period from \_\_\_\_\_ to \_\_\_\_\_

Name: \_\_\_\_\_

Title/Rank: \_\_\_\_\_

Dept./Unit: \_\_\_\_\_

Appointment: CALS \_\_\_% MAFES \_\_\_% MSU-ES \_\_\_% FWRC \_\_\_% CFR \_\_\_% CVM \_\_\_%

**I. Numerical Evaluation by Department Head.** Rate performance of the faculty member in each category according to the following scale:

1. Unsatisfactory. Quality and/or quantity of work totally unsatisfactory. Immediate corrective action imperative.
2. Needs Improvement. Work unsatisfactory in quantity and/or quality. Individual not performing at adequate level. Corrective action required.
3. Satisfactory. Individual performance at "satisfactory" level. (See current *Faculty Handbook*, i.e. Revised 2004, Section V.) Tasks and goals are being accomplished in a timely and competent manner.
4. Excellent. Quality and quantity of work consistently meritorious; goals regularly exceeded, highly productive; individual recognized beyond the unit.
5. Superior. Preeminent distinction resulting from consistent outstanding meritorious accomplishments.
6. N/A Not applicable. To be used when evaluation item does not apply.

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Page 2.

**A. Teaching**

- (a) Evidence of Quality of Undergraduate Instruction \_\_\_\_\_
- (b) Evidence of Quality of Graduate Instruction \_\_\_\_\_
- (c) Academic Advisement \_\_\_\_\_
- (d) Evidence of quality of non-resident instruction \_\_\_\_\_
- (e) Courses initiated/innovations  
instituted/other teaching contributions \_\_\_\_\_
- (f) Other (including professional development) \_\_\_\_\_
- (g) **Overall Teaching Evaluation** \_\_\_\_\_

**A. Research/Creative Activities/Scholarly Works/  
Grantsmanship**

- (a) Publications or Creative Activities \_\_\_\_\_
- (a) Scientific or Professional Presentations  
Papers/Presentations \_\_\_\_\_
- (c) Grants for research or study \_\_\_\_\_
- (d) Progress of ongoing projects \_\_\_\_\_
- (e) Management of Resources \_\_\_\_\_
- (f) Other (including professional development) \_\_\_\_\_
- (g) **Overall Research Evaluation** \_\_\_\_\_

**C. Service**

- (a) Public Service \_\_\_\_\_
- (b) Professional Associations \_\_\_\_\_
- (c) University Service \_\_\_\_\_
- (d) Editing \_\_\_\_\_
- (e) Other \_\_\_\_\_
- (f) **Overall Service Evaluation** \_\_\_\_\_

**Relevant Activities and Accomplishments Not  
Reported Elsewhere**

- (a) Awards and Distinctions \_\_\_\_\_
- (b) Memberships in learned and professional  
societies \_\_\_\_\_
- (c) Consulting Activities \_\_\_\_\_
- (d) Other \_\_\_\_\_
- (e) **Overall Relevant Activities and Accomplishments  
Evaluation** \_\_\_\_\_

**E. Overall Evaluation** \_\_\_\_\_

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- II. Narrative Evaluation by Department Head or Appropriate Leader.** Briefly comment on the performance of this individual, as compared to his/her peers. Emphasize any particular strengths and qualities, and abilities to accomplish goals. Indicate any areas of improvement needed, or modifications of current goals.

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Page 4.

**III. Acknowledgements.**

I certify that I have reviewed this evaluation with this employee.

I certify that I have seen and discussed this with my unit head/leader.

\_\_\_\_\_  
Unit Head/Leader

\_\_\_\_\_  
Faculty Member

Reviewed by (as appropriate): \_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

Comments by reviewers:

\_\_\_ I disagree with the contents of this evaluation and have attached a response.

\_\_\_ I request a second review by my Dean and/or Director(s) (circle one or both).

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

xc (Pages 1-4): Dean(s)/Director(s)  
Faculty Member

Note: Original of Pages 1-4 and all attachments will be filed in the Department Head's office.

**IV. Summary of Activities (To be prepared by faculty member)**

A. Teaching (See *Faculty Handbook*, Revised 2004, Section IV, N. and Section V-Performance Standards and Evaluation of Professional Activities.)

1. Evidence of quality of instruction (check items submitted)

The faculty member is expected to provide material describing his/her teaching activities and documentation supporting effectiveness. This material could include any of the following, or any other items deemed appropriate (check those included): student evaluations \_\_\_\_, measures of student success \_\_\_\_, peer reviews \_\_\_\_, department head review \_\_\_\_, recognition of outstanding teaching \_\_\_\_, developmental activities \_\_\_\_, self-evaluation of each course taught \_\_\_\_, instructional materials used: course outlines \_\_\_\_, test materials \_\_\_\_, other \_\_\_\_.

2. Academic Advisement

Undergraduate Advisees: \_\_\_\_\_. (number of students)

Master's students: major professor \_\_\_\_; minor professor \_\_\_\_; comm. member \_\_\_\_

Specialist students: major professor \_\_\_\_; minor professor \_\_\_\_; comm. member \_\_\_\_

Doctoral/post doctoral students: major professor \_\_\_\_; minor professor \_\_\_\_;

Committee member \_\_\_\_

Other:

Brief description of responsibilities \_\_\_\_\_

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3. Non-Resident Instruction

The faculty member must list by title the classes, workshops, short courses, inservice training sessions, demonstrations, and other instructional offerings. This information must include the number of offerings, hours, dates, and audiences. Other information to demonstrate the quality, scope, and effectiveness of the offerings should be included. This material could include any of the following or any other items deemed appropriate (check those included); participant evaluations \_\_\_\_, measures of student success \_\_\_\_, peer reviews \_\_\_\_, department head review \_\_\_\_, recognition of outstanding instruction \_\_\_\_, development activities \_\_\_\_, self-evaluation of each course taught \_\_\_\_, instructional materials used \_\_\_\_, course outlines \_\_\_\_, test materials \_\_\_\_, other.

4. Courses initiated/innovations instituted/other teaching contributions

a. Resident instruction

Include new courses initiated, special lectures in other courses, generation of teaching aids, activities supportive of teaching, student achievements, other)

b. Non-resident Instruction

Include achievements in innovative program development and may do so in a structured manner to include needs assessment \_\_\_\_, programs developed \_\_\_\_, programs implemented \_\_\_\_, extramural support \_\_\_\_, evaluations \_\_\_\_, and technical assistance \_\_\_\_. Provide material to demonstrate the complexity, diversity, and frequency of these activities.

Page 6.

5. Other (including professional development)

Provide material to demonstrate a commitment of time, effort, and resources to improve professional capabilities/expertise. Specific accomplishments should be cited.

B. Research/Creative Activities/Scholarly Works/Grantsmanship (See *Faculty Handbook*, Revised 2004, Section V-Performance Standards and Evaluation of Professional Activities.)

1. Publications or Creative Activities

List publications which were published, in press, or are in review. List full citations where appropriate or note stage of development.

- a. Refereed manuscripts.
- b. Monographs, books, or book chapters.
- c. Popular articles or newspaper columns.
- d. Reports, bulletins, brochures, information sheets, and newsletters.
- e. Digital and other electronic media formats (including Web pages).
- f. Theses/dissertations completed by graduate students.
- g. Programmatic curricula.
- h. Posters, exhibits, and displays.

2. Scientific or Professional Papers/Presentations

List presentations at scientific or professional meetings. (List full citations where appropriate or note stage of development or review. Indicate if referred or invited.)

3. Grants for Research or Study

Include grants submitted or awarded (cite source, title of project, role {PI, etc.}, \$ amount, dates)

4. Progress of Ongoing Projects

List current projects (internally and externally funded) by project number, title, funding source and amount for total project and \$ received this year. Indicate if you are project leader and list co-investigators. Indicate progress and whether project was completed, is continuing, or was new this year. List any pending (P) or denied (D) proposals submitted last year.

5. Management of Resources

List facilities for which you are responsible and personnel you supervise.

6. Other (including professional development)

List patents, variety releases, inventions, indicators, impact statements, etc.

- C. Service (See *Faculty Handbook*, Revised 2004, Section V-Performance Standards and Evaluation of Professional Activities.)
1. Public Service. List service activities that resulted in the successful development and implementation of programs that benefited (served) society, list outreach and engagement activities, list non-scientific presentations or organization of workshops, short courses, etc.
  2. Professional Association Service. List memberships and offices/responsibilities in professional and job related organizations.
  3. University Service. List memberships, chairmanships, and responsibilities of departmental, school, college, division and university committees.
  4. Editing. List editing or review of books, scientific journals, etc.
  5. Other. List consultancies, sabbaticals, international activities, professional development, or other administrative or service activities.
- D. Relevant activities and accomplishments not reported elsewhere (Cite title, organization, and brief description):
1. Awards and distinctions
  2. Memberships in learned and professional societies
  3. Consulting activities
  4. Other

**V. Goals**

On an annual basis, each faculty member and each unit head will agree in writing to the faculty member's goals, objectives, responsibilities, and expectations.

Indicate specific goals and objectives including areas in which improvements will be sought in the coming year. Please address each aspect of your responsibility as a faculty member; teaching, research/creative activity/scholarly works, and service.