**Instructions**

You have been asked to evaluate the performance of a colleague in five areas: Teaching, Scholarship *(Not Needed for Clinical Faculty)*, Clinical Practice *(Clinical Faculty Only)*, Service, Collegiality, and Faith Integration and also to make an overall recommendation.

1. For each question listed below, select the appropriate rating that best reflects your view of the extent to which the faculty member meets expectations for the area of evaluation.

**SD** = Strongly Disagree **D** = Disagree **A** = Agree **SA** = Strongly Agree

After each category, please provide a brief comment in support of your appraisal with specific examples as appropriate.

1. When you have completed the form please save the form with one of the following file name protocols:

(In the example below, Brian Smith is the person being reviewed and Deb Sullivan-Trainor is the reviewer.)

* 1. **Peer**:
		1. CANDIDATE LAST NAME\_Candidate first name Peer Evaluation\_YOUR INITIALS (Example: SMITH\_Brian Peer Evaluation\_DST)
	2. **Department Chair:**
		1. CANDIDATE LAST NAME\_Candidate first name Chair Evaluation\_YOUR INITIALS (Example: SMITH\_Brian Chair Evaluation\_DST)
	3. **Program Director:**
		1. CANDIDATE LAST NAME\_Candidate first name ProgDirect Evaluation\_YOUR INITIALS (Example: SMITH\_Brian ProgDirect Evaluation\_DST)
1. Email the file to cas-academic-affairs@bethel.edu with the SUBJECT: Peer (or Chair or ProgDirect) Evaluation: CANDIDATE NAME

**Candidate Last Name:**       **Candidate First Name:**

**Candidate is applying for:**

[ ]  Initial Tenure [ ]  Reappointment (Pretenure)

[ ]  Long-term Clinical Contract [ ]  Reappointment (Nontenure Continuing)

[ ]  Tenure Renewal [ ]  Reappointment (Limited Term)

[ ]  Long-term Clinical Contract Renewal

[ ]  Reappointment (Initial Appointment to Nontenure Continuing)

**Your Name:**       **Date:**       **Your Department:**

**Your role for this evaluation:**

[ ]  Department Peer

[ ]  Peer from another department

[ ]  Department Chair

 *It is the expectation of the committees that department chairs will provide more in-depth comments for each section reflecting their unique knowledge of the applicant as their department chair or program directors.*

[ ]  Program Director

**Are you tenured?**

[ ]  Yes

[ ]  No

**TEACHING**

**This evaluation is based on the following.** *(Choose all that apply.)*

[ ]  Observations of classroom teaching (*REQUIRED)*.

[ ]  Student and colleague feedback.

[ ]  Conversations between yourself and the faculty member.

The candidate meets expectations in **Teaching.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expectation** | **SD** | **D** | **A** | **SA** |
| Has a record of consistently effective or improved teaching | [ ]  | [ ]  | [ ]  | [ ]  |
| Reflects on teaching effectiveness tied directly to student outcomes | [ ]  | [ ]  | [ ]  | [ ]  |
| Demonstrates use of appropriate teaching technology | [ ]  | [ ]  | [ ]  | [ ]  |
| Demonstrates alignment of classroom learning objectives and course design with current student learning styles | [ ]  | [ ]  | [ ]  | [ ]  |
| Demonstrates flexibility in teaching course load and schedule *(Chair/Program Director evaluation only)* | [ ]  | [ ]  | [ ]  | [ ]  |

**Comments about teaching:**

**SCHOLARSHIP *(Not Needed for Clinical Faculty)***

**This evaluation is based on the following.** *(Choose all that apply.)*

[ ]  Collaboration with the faculty member.

[ ]  Familiarity with scholarly activities.

[ ]  Conversations between yourself and the faculty member.

The candidate meets expectations in **Scholarship**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expectation** | **SD** | **D** | **A** | **SA** |
| Clearly articulates a scholarly agenda | [ ]  | [ ]  | [ ]  | [ ]  |
| Demonstrates scholarly work according to Boyer’s categories | [ ]  | [ ]  | [ ]  | [ ]  |
| Demonstrates progress on scholarly agenda | [ ]  | [ ]  | [ ]  | [ ]  |
| Has produced scholarly work that has been evaluated by peers in the discipline | [ ]  | [ ]  | [ ]  | [ ]  |

**Comments about scholarship:**

**CLINICAL PRACTICE (*Clinical Faculty Only)***

**This evaluation is based on the following.** *(Choose all that apply.)*

[ ]  Conversations between yourself and the faculty member.

[ ]  Familiarity with clinical practice and professional engagement.

[ ]  Observation of teaching.

The candidate meets expectations in **Clinical Practice**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expectation** | **SD** | **D** | **A** | **SA** |
| Engages in professional organizations and/or committees; and other professional activities | [ ]  | [ ]  | [ ]  | [ ]  |
| Demonstrates current engagement and accomplishment in clinical practice | [ ]  | [ ]  | [ ]  | [ ]  |
| Earns and maintains licenses and/or certifications | [ ]  | [ ]  | [ ]  | [ ]  |
| Clinical practice enriches the candidate’s teaching | [ ]  | [ ]  | [ ]  | [ ]  |

**Comments about clinical practice:**

**SERVICE**

**This evaluation is based on the following.** *(Choose all that apply.)*

[ ]  Co-committee member

[ ]  Department Colleague

[ ]  Familiarity with service outside Bethel

[ ]  Conversations between yourself and the faculty member

The candidate meets expectations in **Service.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expectation** | **SD** | **D** | **A** | **SA** |
| Contributes to CAS/University committee work  | [ ]  | [ ]  | [ ]  | [ ]  |
| Contributes to departmental initiatives | [ ]  | [ ]  | [ ]  | [ ]  |
| Engages with the professional community | [ ]  | [ ]  | [ ]  | [ ]  |
| Participates in community service beyond Bethel | [ ]  | [ ]  | [ ]  | [ ]  |

**Comments about service:**

**COLLEGIALITY**

**This evaluation is based on the following.** *(Choose all that apply.)*

[ ]  Experience with faculty member

[ ]  Departmental colleague

[ ]  Conversations between yourself and the faculty member

The candidate meets expectations for **Collegiality**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expectation** | **SD** | **D** | **A** | **SA** |
| Demonstrates a set of professional behaviors that contribute to the fulfillment of the institutional mission and a productive work environment. | [ ]  | [ ]  | [ ]  | [ ]  |
| Collaborates with other members of the faculty and administration. | [ ]  | [ ]  | [ ]  | [ ]  |
| Follows through on professional tasks and carries out all relevant responsibilities, such as attending and participating in department meetings, fulfilling committee assignments, and meeting deadlines. | [ ]  | [ ]  | [ ]  | [ ]  |
| Relates to others in ways that are constructive, supportive, respectful and professional. | [ ]  | [ ]  | [ ]  | [ ]  |

**Comment about collegiality:**

**FAITH INTEGRATION**

**This evaluation is based on the following.** *(Choose all that apply.)*

[ ]  Classroom collaboration.

[ ]  Classroom observation.

[ ]  Student and colleague feedback.

[ ]  Conversations between yourself and the faculty member.

The candidate meets expectations for **Faith Integration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expectation** | **SD** | **D** | **A** | **SA** |
| Articulates a Christian worldview in teaching | [ ]  | [ ]  | [ ]  | [ ]  |
| Participates in the faith life of the Bethel community | [ ]  | [ ]  | [ ]  | [ ]  |
| Demonstrates faith-learning in teaching | [ ]  | [ ]  | [ ]  | [ ]  |
| Engages with others to develop faith-learning integration | [ ]  | [ ]  | [ ]  | [ ]  |

**Comments about faith integration:**

**Overall Recommendation**

I recommend this colleague for:

[ ]  Initial Tenure [ ]  Long-term Clinical Contract

[ ]  Tenure Renewal [ ]  Long-term Clinical Contract Renewal [ ]  Reappointment (Pretenure)

[ ]  Reappointment (Nontenure Continuing) [ ]  Reappointment (Limited Term) *or*

[ ]  Reappointment (Initial Appointment to Nontenure Continuing)?

[ ]  Yes, with no reservations.

[ ]  Yes, with the following reservations:

[ ]  No, for the following reasons:

**Comment about overall recommendation:**