

**Evaluation Form**  
**Peer and Chair/Program Director**  
**Initial Tenure, Tenure Renewal, Nontenure Continuing Reappointment,**  
**Initial Appointment to Nontenure Continuing, Promotion**

**Instructions**

You have been asked to evaluate the performance of a colleague in five areas: Teaching, Scholarship, 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

2. After each category, please provide a brief comment in support of your appraisal with specific examples as appropriate.
3. 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.)
  - a. **Peer:**
    - i. CANDIDATE LAST NAME\_Candidate first name Peer Evaluation\_YOUR INITIALS  
(Example: SMITH\_Brian Peer Evaluation\_DST)
  - b. **Department Chair:**
    - i. CANDIDATE LAST NAME\_Candidate first name Chair Evaluation\_YOUR INITIALS  
(Example: SMITH\_Brian Chair Evaluation\_DST)
  - c. **Program Director:**
    - i. CANDIDATE LAST NAME\_Candidate first name ProgDirect Evaluation\_YOUR INITIALS  
(Example: SMITH\_Brian ProgDirect Evaluation\_DST)
4. Email the file to [cas-academic-affairs@bethel.edu](mailto:cas-academic-affairs@bethel.edu) with the SUBJECT: Peer (or Chair or ProgDirect) Evaluation: CANDIDATE NAME

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**Candidate Last Name:** \_\_\_\_\_ **Candidate First Name:** \_\_\_\_\_

**Candidate is applying for:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Initial Tenure</b>  | <input type="checkbox"/> <b>Tenure Renewal</b>               |
| <input type="checkbox"/> <b>Reappointment (Pretenure)</b>                                   | <input type="checkbox"/> <b>Reappointment (Limited Term)</b> |
| <input type="checkbox"/> <b>Reappointment (Nontenure Continuing)</b>                        |  |
| <input type="checkbox"/> <b>Reappointment (Initial Appointment to Nontenure Continuing)</b> |  |

**Your Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Your Department:** \_\_\_\_\_

**Your role for this evaluation:**

- ☐ Department Peer  
☐ Peer in a different department  
☐ Department Chair

*It is the expectation of the P&T/Appointment 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 director.*

- ☐ Program Director

**Are you tenured?**

- ☐ Yes  
☐ No

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**TEACHING****This evaluation is based on the following. Choose all that apply:**

- ☐ Observations of classroom teaching.  
☐ Student and colleague feedback.  
☐ Conversations between yourself and the faculty member.

**The candidate meets expectations in Teaching.**

<b>Expectation</b>	<b>SD</b>	<b>D</b>	<b>A</b>	<b>SA</b>
Has a record of consistently effective or improved teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reflects on teaching effectiveness tied directly to student outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates use of appropriate teaching technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates alignment of classroom learning objectives and course design with current student learning styles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates flexibility in teaching course load and schedule ( <i>Chair/Program Director evaluation only</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments about teaching:****SCHOLARSHIP****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.**

<b>Expectation</b>	<b>SD</b>	<b>D</b>	<b>A</b>	<b>SA</b>
Clearly articulates a scholarly agenda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates scholarly work according to Boyer's categories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates progress on scholarly agenda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has produced scholarly work that has been evaluated by peers in the discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments about scholarship:**

### **SERVICE**

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

- ☐ Co-committee member.
- ☐ Familiarity with service outside Bethel.
- ☐ Conversations between yourself and the faculty member.

The candidate meets expectations in **Service**.

<b>Expectation</b>	<b>SD</b>	<b>D</b>	<b>A</b>	<b>SA</b>
Contributes to CAS/University committee work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributes to departmental initiatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engages with the professional community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates in community service beyond Bethel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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**.

<b>Expectation</b>	<b>SD</b>	<b>D</b>	<b>A</b>	<b>SA</b>
Demonstrates a set of professional behaviors that contribute to the fulfillment of the institutional mission and a productive work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaborates with other members of the faculty and administration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relates to others in ways that are constructive, supportive, respectful and professional.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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**

<b>Expectation</b>	<b>SD</b>	<b>D</b>	<b>A</b>	<b>SA</b>
Articulates a Christian worldview in teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates in the faith life of the Bethel community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates faith-learning in teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engages with others to develop faith-learning integration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments about faith integration:**

**Overall Recommendation**

Do you recommend this colleague for Initial Tenure/Tenure Renewal/Reappointment?

- ☐ Yes, with no reservations
- ☐ Yes, with the following reservations:
- ☐ No, for the following reasons:

**Comment about overall recommendation:**