



# TEXAS WOMAN'S UNIVERSITY™

## SAMPLE STATEMENTS FOR ACA FACULTY PERIODIC PERFORMANCE REVIEW

This document contains 3 sets of sample statements that might be used in faculty performance review narratives prepared by an academic component administrator (ACA). Each set is built on the artificial assumption that the hypothetical faculty member being reviewed performed at the same level (Exceptional, Effective, or Needs Improvement) in each of the 3 domains and Overall. It is not expected that every review will contain each of the following statements; these are offered as samples of the type of statements that might appear, when appropriate, on a faculty performance review. Each of the sample statements assumes there is a relevant university or AC criterion related to the described area of performance.

It is expected that many faculty reviews will show various levels of achievement within and among the 3 domains and Overall. It is not practical to provide sample statements for every possible combination of ratings, however, an ACA may use sample statements from any of these sets, as well as develop other statements, when appropriate for a given individual review.

### **Effective Performance**

After review of the self-assessment and associated materials provided by Professor/Dr. \_\_\_\_\_, I have recommended an overall rating of Effective Performance and a rating of Effective Performance for each of the 3 domains. These ratings reflect that your performance has consistently and comprehensively produced the expected and desired results identified in the \_\_\_\_\_ (AC) criteria. Following is a discussion of the factors supporting this recommendation.

### **TEACHING**

Student course evaluations reflected ongoing positive perceptions of teaching for the past 3 years (e.g., avg rating of x.x in the category of Effective Instructor). Qualitative feedback (if provided) was consistent with the quantitative results. The qualitative information provided a combination of mostly positive feedback and some constructive suggestions.

I appreciate the ongoing changes made to your courses as discussed in your self-assessment. The change in (delivery methods, course materials, classroom management, etc.) seem to have contributed to positive

student perceptions of your course(s) and/or the documentation of student learning outcomes in the referenced assessments.

Your work in the development/revision of course ABCD 3333, (course title) is commended. I appreciated seeing the assessment of the impact of this change in your self-assessment. (Alternate: I look forward to seeing the discussion of the impact of these changes in your next self-assessment.)

Congratulations on your good work in the mentoring of \_\_\_\_ graduate (or undergraduate, honors, etc.) students in your role as (research, thesis, dissertation, major advisor, UG capstone advisor) in the \_\_\_\_\_ program. The time to degree for your students is consistent with program expectations and a benefit to them and to the program.

### **SCHOLARSHIP**

As documented in your self-assessment, you have established a line of research in \_\_\_\_\_.

In the past 3 years, you have progressed from the \_\_\_\_\_ (e.g., data collection, data analysis) stage of your research to the \_\_\_\_\_ stage. [Alternatively, you have completed the \_\_\_\_\_ phase as evidenced by \_\_\_\_\_ (outcome).

It is apparent that your collaboration with \_\_\_\_\_ has helped with the \_\_\_\_\_ phase of your research.

For this review period (e.g., last 3 years) your CV reflects that your scholarship has been disseminated as follows:

- \_\_\_presentation(s) at \_\_\_\_\_
- \_\_\_peer-reviewed article(s) in \_\_\_\_\_
- \_\_\_peer-reviewed book chapter(s)
- \_\_\_peer-reviewed book(s)
- \_\_\_juried exhibition(s) or performance(s)
- \_\_\_works accepted for publication, exhibitions, or performance(s)

During the review period, your research received internal funding support as follows:

- Creative Arts and Humanities Grant Program
- Small Grant Program
- Research Enhancement Program
- Chancellor's Research Fellows Program

- Funding support from College or Academic Component

Your self-assessment reflected that \_\_\_\_\_ was/were the outcome(s) associated with that research support and that you are now prepared/planning to \_\_\_\_\_ (the next step – what, when).

During the review period, you received external funding in the amount of \$ \_\_\_\_\_ for a \_\_\_ year period from \_\_\_\_\_ (source). The funding is for your research regarding \_\_\_\_\_ and is expected to produce \_\_\_\_\_ (outcome).

### **SERVICE**

Serving on the \_\_\_\_\_ committee in \_\_\_\_\_ AC for past \_\_\_\_\_ year(s) contributed to \_\_\_\_\_ (outcome).

Examples:

Your service on the undergraduate program committee contributed to the revision of the \_\_\_\_\_ degree program which included a restatement of course SLOs, retirement of 2 courses, creation of 1 new course, and revision of 3 other courses.

Your service on the AC (resources/budget) committee resulted in realignment of resources to better match student enrollment in current array of programs.

Your service on the university (graduate or undergraduate) council contributed to the review and approval of proposals for 3 revised degree programs (or 125 course revisions).

Your service on the program committee of the \_\_\_\_\_ professional society contributed directly to the highly successful \_\_\_\_\_ track of the annual conference of the Texas chapter.

Community service examples:

As a licensed social worker, you served local UW agency as (volunteer clinician, board member). Your service resulted in \_\_\_\_\_.

As a CPA, you served a non-profit agency as (board treasurer, volunteer accountant) and helped stabilize/continue the financial status of the agency.

As a graphic design professor, you served a community agency by designing (print material, website). As an educator, you served a local ISD as a member of the school board. Primary accomplishments for the past \_\_\_ years were \_\_\_\_\_, as noted in your self-assessment.

In each situation, it may be helpful to add a sentence describing the benefits of the service rendered, such as, helped agency avoid \$ \_\_\_ of expenses; helped develop a plan/process with expertise from your academic discipline, etc.

Served as faculty advisor to \_\_\_\_\_ student organization. Major outcomes or accomplishments during the performance period included \_\_\_\_\_.

Served as academic advisor to \_\_\_\_ UG students in \_\_\_\_\_ program/major.

**POTENTIAL SUMMARY STATEMENT FORMAT**

As discussed above, your accomplishments during the 3 year performance review period demonstrate Effective Performance. Thanks for your contribution to your AC, the College, and the university.

Recommendations: (as appropriate)

Consult with Center for Faculty Excellence regarding \_\_\_\_\_ to assist with the teaching issue(s) identified in your self-reflection.

Consult with ORSP regarding potential funding opportunities associated with your recent publications.

Consult with CDRA regarding support for your research methodology and computations.

## **Exceptional Performance**

After review of the self-assessment and associated materials provided by Professor/Dr. \_\_\_\_\_, I have recommended an overall rating of Exceptional Performance and a rating of Exceptional Performance for each of the 3 domains. These ratings reflect that your performance has consistently and comprehensively produced the expected and desired results identified in the \_\_\_\_\_ (AC) criteria and then produced additional significant or extraordinary outcomes. Following is a discussion of the factors supporting this recommendation.

### **TEACHING**

Student course evaluations reflected ongoing positive perceptions of teaching for the past 3 years (e.g., avg rating of x.x in the category of Effective Instructor). This result is significantly higher than the median of student course evaluation perceptions at TWU (or in this AC). Qualitative feedback (if provided) was consistent with the quantitative results. The qualitative information provided a combination of positive feedback and some constructive suggestions.

I appreciate the ongoing changes made to your courses as discussed in your self-assessment. The change in (delivery methods, course materials, classroom management, etc.) seem to have contributed to student perceptions of your course(s).

Your work in the development/revision of course ABCD 3333, (course title) is commended. I appreciated seeing the assessment of the impact of this change in your self-assessment. (Alternate: I look forward to seeing the discussion of the impact of these changes in your next self-assessment.)

Your contributions to the redesign of the \_\_\_\_\_ degree program resulted in substantial improvements for student learning and time to degree as well as other measures of program effectiveness and efficiency.

Your work as the Chair (or director, or lead individual) of \_\_\_\_\_ (program review, program accreditation, etc.) required major amounts of time and creative energy. The result of the review was of great benefit to TWU (or program).

Congratulations on your good work in mentoring of \_\_\_\_ graduate (or undergraduate, honors, etc.) students in your role as (research, thesis, dissertation, major advisor, UG capstone advisor) in the \_\_\_\_\_ program. The time to degree for your students consistently equaled or improved upon the standard in this program and is a benefit to them and to the program.

### **SCHOLARSHIP**

As documented in your self-assessment, you have established a line of research in \_\_\_\_\_.

In the past 3 years, you have progressed from the \_\_\_\_\_ (e.g., data collection, data analysis) stage of your research to the \_\_\_\_\_ stage. [Alternatively, you have completed the \_\_\_\_\_ phase as evidenced by \_\_\_\_\_ (outcome).

It is apparent that your collaboration with \_\_\_\_\_ has helped with the \_\_\_\_\_ phase of your research.

For this review period (e.g., last 3 years) your CV reflects that your scholarship has been disseminated as follows:

- \_\_\_presentation(s) at \_\_\_\_\_
- \_\_\_peer-reviewed article(s) in \_\_\_\_\_
- \_\_\_peer-reviewed book chapter(s)
- \_\_\_peer-reviewed book(s)
- \_\_\_juried exhibition(s) or performance(s)
- \_\_\_works accepted for publication, exhibitions, or performance(s)

The quality and quantity of scholarly outputs were clearly greater than those anticipated by your AC criteria. The \_\_\_\_\_ (publication, competition) generated national (international) recognition for your work (and the program, university, etc.).

During the review period, your research received internal funding support as follows:

- Creative Arts and Humanities Grant Program
- Small Grant Program
- Research Enhancement Program
- Chancellor's Research Fellows Program
- Funding support from College or Academic Component

Your self-assessment reflected that \_\_\_\_\_ was/were the outcome(s) associated with that research support and that you are now prepared/planning to \_\_\_\_\_ (the next step – what, when).

During the review period, you received external funding in the amount of \$\_\_\_\_\_ for a \_\_\_ year period from \_\_\_\_\_ (source). The funding is for your research regarding \_\_\_\_\_ and is expected to produce \_\_\_\_\_ (outcome).

The level of funding obtained for your research was significant. The \$\_\_\_\_\_ was sufficient to provide for funded reassign time for you, paid positions for graduate assistant(s), related materials, supplies, and/or

equipment, as well as to help support the financial costs of the university research enterprise.

**SERVICE**

Serving on the \_\_\_\_\_ committee in \_\_\_\_\_ AC for past \_\_\_\_\_ year(s) contributed to \_\_\_\_\_ (outcome).

Examples:

Your service on the undergraduate program committee contributed to the revision of the \_\_\_\_\_ degree program which included a restatement of course SLOs, retirement of 2 courses, creation of 1 new course, and revision of 3 other courses.

Your service on the AC (resources/budget) committee resulted in a realignment of resources to better match student enrollment in current array of programs.

Your service on the university (graduate or undergraduate) council contributed to the review and approval of proposals for 3 revised degree programs (or 125 course revisions).

Your service on the program committee of the \_\_\_\_\_ professional society contributed directly to the highly successful \_\_\_\_\_ track of the annual conference of the Texas chapter.

Your leadership of the \_\_\_\_\_ initiative for TWU was instrumental in producing \_\_\_\_\_, a critically important outcome for TWU.

Your service as President of the international society of \_\_\_\_\_ generated a major positive impact for TWU (or program) in light of the \_\_\_\_\_ accomplishment during your term of office.

Community service examples:

As a licensed social worker, you served local UW agency as (volunteer clinician, board member). Your service resulted in \_\_\_\_\_.

As a CPA, you served a non-profit agency as (board treasurer, volunteer accountant) and helped stabilize/continue the financial status of the agency.

As a graphic design professor, you served a community agency by designing (print material, website). As an educator, you served a local ISD as a member of the school board. Primary accomplishments for the past \_\_\_ years were \_\_\_\_\_, as noted in your self-assessment.

In each situation, it may be helpful to add a sentence describing the benefits of the service rendered, such as, helped agency avoid \$\_\_\_ of expense; helped develop a plan/process with expertise from your academic discipline, etc.

Your service as \_\_\_\_\_ in the local community produced major benefits for the community in the form of \_\_\_\_\_ and significant goodwill for TWU.

Served as faculty advisor to \_\_\_\_\_ student organization. The organization's accomplishments during the performance review period were recognized within your discipline at the national level.

Served as academic advisor to \_\_\_UG students in \_\_\_\_\_program/major. A strong majority of your advisees experienced timely degree completion, consistent with AC expectations.

The significance of your service was exceptional in scope and outcome.

**POTENTIAL SUMMARY STATEMENT FORMAT**

As discussed above, your accomplishments during the 3 year performance review period demonstrate Exceptional Performance. The scope (and/or scale) of your accomplishments exceed that anticipated by the performance criteria for your AC. Congratulations on your accomplishments and thanks for the magnitude of your contributions to your AC, the College, and the university.

Recommendations: (as appropriate)



## **Performance Needs Improvement**

After review of the self-assessment and associated materials provided by Professor/Dr. \_\_\_\_\_, I have recommended an overall rating of Performance Need Improvement and a rating of Performance Needs Improvement for each of the 3 domains. These ratings reflect that your performance has inconsistently produced the expected and desired results identified in the \_\_\_\_\_ (AC) criteria and your performance needs specified improvements to reach Effective Performance. Following is a discussion of the factors supporting this recommendation.

NOTE: It is not expected that a faculty member receiving this rating would receive all of the following statements. The presence of all of these statements would likely indicate a rating of Ineffective Performance. However, a rating of Performance Needs Improvement might contain a subset of the statements below (or comparable statements).

### **TEACHING**

Student course evaluations reflected ongoing inconsistent and frequently negative perceptions of teaching for the past 3 years (e.g., avg rating of x.x in the category of Effective Instructor). These results are materially less positive than the typical student perception feedback at TWU (or in this AC). Qualitative feedback (if provided) was consistent with the quantitative results. Many of the comments reflected a need for substantive change in the delivery of one or more courses.

Your self-assessment reflected few (or no) ongoing changes made to your courses. Such changes may be necessary to address the negative perceptions of your teaching.

Your self-assessment (and/or other data) did not reflect any involvement in or contributions to the degree programs in which you teach (e.g., course or program creation, revision, or assessment).

Your self-assessment (and/or other data) did not reflect successful mentoring of \_\_\_\_ graduate (or undergraduate, honors, etc.) students in your role as (research, thesis, dissertation, major advisor, UG capstone advisor) in the \_\_\_\_\_ program. There have been numerous issues raised, such as prolonged time to degree for your students, poor quality of student written documents, etc. These outcomes have a negative impact on your students and the program.

### **SCHOLARSHIP**

Your self-assessment (and/or your CV) fails to identify an established a line of research.

In the past 3 years, you have remained in the \_\_\_\_\_ (e.g., data collection, data analysis) stage of your

research. There is no material forward movement in your research outcomes.

It is apparent that your lack of collaboration with more established researchers in your discipline could be having a negative impact on the progress of your research.

For this review period (e.g., last 3 years) your CV reflects that your scholarship has not been disseminated (or “in any material way”) in the settings appropriate for your discipline.

You have not applied for or received internal support (financial or otherwise) for your research.

You received internal support for your research, but did not produce the outcome(s) that was specified by the internal support source.

During the review period (or additional time period), you did not apply for or receive external funding as appropriate for your discipline.

During the review period, you received external funding and did not produce the outcome(s) that was specified in the funding agreement.

### **SERVICE**

Your self-assessment did not document any service engagements.

Your self-assessment reflected a variety of service commitments (e.g., committee or association memberships, etc.), but did not describe any benefits produced from such commitments.

### **POTENTIAL SUMMARY STATEMENT FORMAT**

As discussed above, your accomplishments during the 3 year performance review period demonstrate Performance Needs Improvement. As such, we need to meet immediately to begin development of an informal plan to address the areas in need of improvement.

Recommendations: (as appropriate)

Teaching:

Establish a plan/process to assess and understand negative student perceptions of your courses. This plan may involve me (the ACA), other faculty with significantly more experience or success, consultations with personnel from the Center for Faculty Excellence or Teaching and Learning with Technology, training and

development opportunities, more frequent course observations, etc.

Consult with individuals (e.g., ORSP, other faculty in your discipline, etc.) regarding establishment of a research agenda, identification of collaborators, data strategies, etc.

Identify appropriate opportunities for meaningful service to TWU, community, or profession as well as a plan for engagement.

Develop a plan for training or mentoring with the intent of learning how to render effective service.