



**West Chester University of Pennsylvania**  
**Department Chairperson's Performance Review**  
 Review and Faculty Evaluation Form

Faculty Member \_\_\_\_\_ Date of Review \_\_\_\_\_  
 Department \_\_\_\_\_ Semester(s) Reviewed \_\_\_\_\_

Type of Evaluation: (check where applicable)

- Post 5th year evaluation
- Regular Part Time
- Probationary 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> Promotion Year 1 or 2
- Temporary Interim

EVALUATION: "The Chairperson's evaluation shall be based on his/her knowledge and personal observation of the FACULTY MEMBER'S performance, the results of the department evaluation committee's evaluation and recommendations and materials submitted by the FACULTY MEMBER." [Collective Bargaining Agreement, Article XII, C, 1, c, 2].

Each of the three specific evaluation areas to be covered should be handled in two ways: (1) Selecting one of the four categories describing the evaluatee's performance. Each of the categories is intended to serve a carefully defined function, discussed below. (2) Including a thorough narrative explanation justifying the selection. Mere selection of an objective description does not constitute evaluation and is unacceptable. Evidence must be cited in support of judgments. Use additional space as needed.

Does Not Meet Professional Standards. This description should be reserved for rare cases where an individual is mismatched with his job or is simply incompetent.

Improvement Needed. This comment should be used frequently and without hesitation. It means simply that there appear to be aspects of the evaluatee's performance which could be improved. It should only rarely, and then in obvious cases, be considered pejorative. For example, beginning faculty or experienced persons taking on new assignments, should frequently be expected to need improvement in their performance.

Meets Professional Standards. This designation will probably be used to describe a majority of the cases that are considered. It is specifically intended as a means of avoiding narrow "grading" of personnel. Qualitative differences should emerge from the narrative explanation section of the evaluation.

Distinguished. This description should almost never be used. It should be reserved as a means of recognizing unequivocally superior performance.

## 1. EFFECTIVE TEACHING AND FULFILLMENT OF PROFESSIONAL RESPONSIBILITIES

Does Not Meet Professional Standards	Improvement Needed	Meets Professional Standards	Distinguished
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Explanation: [Indicated, when applicable, by such items as student evaluations, peer evaluations, classroom visitations, quality of syllabi, quality of student advisement, willingness to accept departmental work assignments, timely execution of work assignments, etc., (See Collective Bargaining Agreement XII, B, 1)].

## 2. CONTINUING SCHOLARLY WORK

Does Not Meet Professional Standards	Improvement Needed	Meets Professional Standards	Distinguished
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Explanation: [Indicated, when applicable, by such items as development of experimental programs, papers delivered at national and regional meetings of professional societies, regional and national awards, etc., (see Collective Bargaining Agreement XII, B, 2)].

### 3. SERVICE: CONTRIBUTION TO THE UNIVERSITY AND/OR COMMUNITY

Does Not Meet Professional Standards  Improvement Needed  Meets Professional Standards  Distinguished

Explanation: [Indicated, when applicable, by such items as quality of participation in programs, department, college, and university committees; APSCUF activity contributing to the governance of the university; development of new course(s) or program(s); etc. (see Collective Bargaining Agreement XII, B, 3)].

### 4. OVERALL ASSESSMENT

Does Not Meet Professional Standards  Improvement Needed  Meets Professional Standards  Distinguished

(Refer to preceding sections where specific strengths and weaknesses are detailed as a basis for the chairperson's recommendation to the appropriate dean or manager.)

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

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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FACULTY MEMBER: Please check one of the following:

- I accept this evaluation report.
- I disagree with this report. My signature merely indicated that I have read the report and have had the opportunity to attach a personal statement to it.
- I disagree with this report and will attach a personal statement within one week of the date of my signature.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Faculty Member

cc: Chairperson  
Faculty Member