

Annual Evaluation Guidelines for Fall 2022

(for all tenure-track faculty)

Options for the Online Form

1. **CV and Narrative**

Submit an updated CV, with activities and accomplishments that occurred during the 2021-2022 evaluation period (Fall 2021, Spring 2022, Summer 2022) highlighted in **yellow** or **gray**, **AND**

Submit a narrative (3–4 pages suggested, 5 pages max) in which you summarize your teaching, research, and service activities and accomplishments during the past year (referring to the CV for details rather than repeating what is visible in the CV).

2. **Entire Form**

Faculty may also fill out the entire annual evaluation form, in which case no highlighting is required in the CV.

(There is no need to submit a COVID impact statement, although you are free to talk about COVID impact as a factor influencing your 2021–2022 activities and accomplishments.)

Online Annual Evaluation Submission Form

Using the online submission form on the intranet, select your Rank and Faculty Role at the top.

1. **Narrative**

Submit a narrative (see instructions in option #1 above).

Note: Items #2-15 to be filled out if faculty opt to submit the online form.

Teaching (for the period covering fall 2021 through summer 2022)

Submit:

2. For all courses with **more than one student** during the evaluation period, list the semester, course taught, section number, number of students in the course, and the course mean for the **“Overall Rating of Teaching”** item **only** (leave “Overall Rating of Teaching” cells blank for courses with no evaluation data and for courses beginning in spring 2022.) Don’t list independent study or other 1:1 mentoring courses. Courses with no evaluation data and any data related to specific items that you would like to highlight should be discussed in the context of the narrative.

3. List graduate students (from within CEHD only) for whom you served as dissertation or thesis chair, co-chair, or committee member.
4. List the names of students you supervised in independent studies, capstone projects, internships with one student only, and other 1:1 mentoring arrangements for which you served as Instructor of Record for a CEHD student.

Research and Scholarship (for the period covering fall 2021 through summer 2022)

Submit the following, and clearly explain your role/responsibilities for all publications, presentations, and grants:

5. List of books and book-length monographs and reports published during the evaluation period (full APA citations with copies of each work—hard copies should be brought to the Dean’s Office)
6. List of book chapters published during the evaluation period (full APA citations with copies of each work)
7. List of articles published during the evaluation period (full APA citations with copies of each work)
8. List of other publications and scholarly works produced during the evaluation period (full APA citations with copies of each work)

Note: Publications may be listed when they are “in press” (fully accepted in final form); however, they cannot then be listed again in a future year when they go into print.

9. List of national and international presentations during the evaluation period, including name of conference/meeting, location, and date (full APA citations)
10. List of local, state, and regional presentations during the evaluation period, including name of conference/meeting, location, and date (full APA citations)
11. List of research and training grants submitted, awarded, and continuing during the evaluation period (include your role for each, e.g., PI, co-PI, evaluator, researcher), including monetary value of grants (full APA citations)

Service (for the period covering fall 2021 through summer 2022)

Submit the following, and clearly explain your role/responsibilities related to all reviewing, committee, and organization activities:

12. List the **number** of students for whom you actively served in the following roles: academic advisor (undergraduate), academic advisor (master’s), BIS/BAIS committee, doctoral advising committee (pre-dissertation committee), doctoral committees outside CEHD.

13. List service activities during the evaluation period. Indicate leadership or participation and organize by category—CEHD, school, Mason, state, regional, national, and international levels.
14. List professional awards and/or honors you received during the evaluation period.
15. List at least three and no more than five of your most important contributions during the evaluation period (to CEHD, Mason, your profession, the citizens of Virginia, etc.).

Curriculum Vita

16. Provide an updated curriculum vita (see instructions in option #1 above).