

## Faculty Evaluation Tips to Remember (for Online Form—Fall 2024)

- There are faculty evaluation guidelines for tenure-track, tenured and full-time term faculty on the CEHD website in the [faculty resource](#) section. Please review them before you begin writing.
- The evaluation period is fall 2023, spring 2024, summer 2024.
- If you had one or more course releases, please include, at the beginning of your narrative, the number of releases and the purpose (e.g., “My load is 2:2; however, in fall 2023, I had a 1-course reduction due to grant support.”).

### Research

- Explain the status of the grant in your narrative (e.g., submitted and under review; a new grant for X years; this is year X of a continuing grant).
- If you received a grant, include your role related to it (e.g., writer, PI, co-PI, evaluator, researcher, etc.). For help in defining your role, please review standard definitions from NIH: <https://www.niaid.nih.gov/grants-contracts/team-roles-agreements>
- External funding must have come through the University (OSP), and details (\$, faculty role, etc.) should be consistent with OSP records. Grant proposals submitted as PI, even if unsuccessful, can also be described in narratives appropriately.
- The reporting form has a section for “other publications and scholarly works.” This means works other than books, chapters, and journal articles. Encyclopedia entries, letters to the editor, reports to funding agencies, book reviews, short pieces in newsletters, and the like should be placed in this section.
- Publications can only be counted once. For example, if you listed on the 2022-23 evaluation form that an article was *in press*, you cannot include it as a published piece on the 2023-24 form.
- Articles, chapters, books, etc., that are in progress or under review should be discussed in the narrative but not included on the evaluation form.

### Service

- Review the “Criteria for Achieving High Competence/Genuine Excellence in Service” for examples of required service, service beyond the minimum requirements, and professional service. <https://cehd.gmu.edu/assets/docs/forms/cehd/service-guidelines.pdf>
- If you reviewed journal manuscripts as part of your professional service, please indicate the number of times you reviewed them (e.g., *Educational Evaluation and Policy Analysis*-3 reviews).

### Teaching

- We all understand the limitations of arithmetic means as a way to evaluate teaching. Don’t waste space in your narrative detailing those limitations. If you feel the teaching evaluations do not present a complete picture of your teaching skills, you should include other sources of evidence from students or colleagues who have observed your teaching (e.g., student emails and peer evaluations).

### General Advice

- All faculty members have complex professional lives. Use the narrative to provide context for your work and its importance. Don’t waste precious space repeating the information you put in the form. Instead, describe and reflect on how your teaching, research, scholarship, and service are connected and contribute to the field. Include your goals for the future and how your work this academic year advanced those goals.

- Review everything carefully before completing the online form. Consider whether a colleague who isn't in your field or doesn't know you well would understand the significance of your work by looking at the form, your CV, and your narrative.