Annual Evaluation Guidelines for Fall 2023

(for all tenure-track faculty)

Using the online submission site (found on the intranet at https://intranet.cehd.gmu.edu/ under "Faculty Annual Evaluation"):

Select choices for Rank, Role, and Director (for Director, choose "N/A" if not applicable), and please provide:

1. **Narrative (for the period covering fall 2022 through summer 2023)**

   Provide no more than a **5-page** (12-pt. font, 1" margins, single-spaced) summation of your teaching, research and scholarship (if relevant), and service during the evaluation period. Please note that the procedure of asking for **one** integrated narrative that encompasses teaching, research, and service is relatively new. (Previously, separate narratives were required for each domain of faculty work.) The rationale for this change is to give faculty an opportunity to describe their work in a way that emphasizes the interconnections among their teaching, research, and service activities, while also providing more flexibility with respect to the amount of space devoted to activities in different domains of scholarly work. In the spirit of flexibility, faculty may still write their 5-page narrative with separate, consecutive sections for each domain if that is their preference. Yet, regardless of how the "unified" narrative is organized, faculty are encouraged to highlight cross-cutting themes in their recent activities and initiatives and in the broader purposes served by these efforts.

   Teaching: should be a reflective discussion of your teaching and might include such topics as teaching evaluations, utilization of new technologies, changes in delivery of course information, and inclusion of different course requirements, among a number of other possible items. Program and curriculum development activity and accomplishments should also be noted on this page. Include future plans for teaching.

   Research and Scholarship: should be a reflective discussion of your research focus, quality, and impact of publications, development of grants, manuscripts in process, and plans for future research/scholarly contributions. Clearly explain your role/responsibilities for all publications, presentations, and grants.

   Service: should be a reflective discussion about service contributions made to the school, college, university, and profession. Clearly explain your role/responsibilities related to all reviewing, committee, and organization activities.

Teaching (for the period covering fall 2022 through summer 2023)

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 number of students who completed the evaluation. Enter the mean of items 9-20 from the student course evaluation. 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 2022 through summer 2023)**

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

5. List 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 book chapters published during the evaluation period (full APA citations with copies of each work) and upload each file

7. List articles published during the evaluation period (full APA citations with copies of each work) and upload each file

8. List other publications and scholarly works produced during the evaluation period (full APA citations with copies of each work) and upload each file

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 national and international presentations during the evaluation period, including name of conference/meeting, location, and date (full APA citations)

10. List local, state, and regional presentations during the evaluation period, including name of conference/meeting, location, and date (full APA citations)

11. List 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 2022 through summer 2023)**

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, SOED, SOK, SRTM, 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.