

**PRAIRIE VIEW A&M UNIVERSITY  
WHITLOWE R. GREEN COLLEGE OF EDUCATION  
DEPARTMENT  
PERFORMANCE EXPECTATIONS**

NAME

**ACADEMIC YEAR 2008-2009**

Option 1: 4 = Exceptional, 3 – Satisfactory, 2 = Marginal, 1 = Unsatisfactory

Option 2: Weighted Point Distribution

GE = General university expectations, DS = Expectations negotiated by faculty and department head, OP = Optional, not required

**I. TEACHING/ADVISEMENT**

Code	No.	<i>Performance Expectations</i>	Rating or Points
GE	1	<b>Organize Instruction.</b> Provide students up-to-date syllabi, including course objectives, grading policies, attendance policies, and references using standardized format. Follow the course outline, follow mid-term and final examination schedule, enter grades prior to the deadline, submit class grades to Departmental office.	
GE	2	<b>Manage Instruction.</b> Attend all classes, conducting classes for the full period scheduled and limiting diversions and asides that distract from realization of course objectives.	
GE	3	<b>Communicate.</b> Engage the entire class in the learning process, encourage student questions and responses, present lectures and written assignments in a way that is clear and understandable to students.	
GE	4	<b>Be Responsive.</b> Provide systematic feedback on students' progress, returning graded work, including examinations and reports, with reasonable frequency and appropriate review. Maintain posted office hours.	
GE	5	<b>Respect Learners.</b> Adhere to TAMUS and University policies prohibiting unprofessional conduct in faculty/student relationships.	
GE	6	<b>Advise Students.</b> Create and retain advisee records; provide accurate information, THEA policies, course prerequisites, and career development opportunities.	
GE	7	<b>Evaluate Instruction.</b> Afford students an opportunity to evaluate course and instructor; utilize peer evaluations of teaching.	
DS	8	Provide each student with syllabi that contain course objectives, outcomes, NCATE standards, ELCC standards, grading policies, course references and university requirements; Advise students in CUIN and ADMN;	
DS	9	Grade submitted artifacts for each student in TrueOutcomes, complete Closing the Loop, and Course Recommendations; Implement E-Courses in all courses	
DS	10	Register students using BANNER Supervise Student Teacher Candidates; Submit electronic and hard copies of course syllabi to department head.	
		<b>I. SUBTOTAL</b>	

## II. CONSUMPTION AND PRODUCTION OF RESEARCH AND SCHOLARLY/CREATIVE WORK

Code	No.	<i>Performance Expectations</i>	Rating or Points
GE	1	<b>Utilize Current Scholarship.</b> Be informed of current scholarly work, incorporating it into teaching and, as appropriate, service activities.	
GE	2	<b>Develop Professionally.</b> Participate in professional organizations, seminars, workshops, and/or formal certificate and degree granting endeavors. Actively participate in professional organizations, seminars, workshops, formal certification efforts, terminal degree earning endeavors, adjudicate competitions.	
GE	3	<b>Manage Grants, Contracts, and Agreements.</b> Adhere strictly to terms originally established with grantors, including timely filing of required reports.	
DS	4	Submit Title III proposal for SMART CLASSROOM;	
DS	5	Publish one article in a refereed journal;	
DS	6	Present at two national conferences	
DS	7	Draft proposal for collaborative partnership with Ghana;	
<b>II. SUBTOTAL</b>			

<b>III. SERVICE</b>			
Code	No.	<i>Performance Expectations</i>	Rating or Points
GE	1	<b>Sustain Community Membership.</b> Be supportive, collegial in a manner that supports a healthful, positive, work environment	
OP	2	<b>Promote Enrollment Management.</b> Actively support university/college/departmental committees or projects designed to recruit, admit, enroll and support students through graduation.	
GE	3	<b>Support Student Development.</b> Attend major convocations including commencement, honors convocation, and general student assemblies; teach or supervise a section of new freshman enrichment course. Participate in organized student career fairs.	
GE	4	<b>Support Course Completion.</b> Encourage students enrolled on 12th Class Day to persist to course completion.	
GE	5	<b>Serve on Committees.</b> Accept and serve on university/college/departmental committees especially those related to student development, personnel, curriculum, and accreditation.	
<b>III. SUBTOTAL</b>			
<b>IV. DIVISION/DEPARTMENT/PROGRAM ADMINISTRATION</b>			
Code	No.		Rating or Points
GE	1	<b>Interpret Policies and Procedures.</b> Understand and apply, in appropriate manner, policies and procedures especially those directed to programs, personnel, and budget management.	
GE	2	<b>Establish Departmental Expectations.</b> Use faculty input and consultation with dean to delineate expected outcomes of the department.	
GE	3	<b>Establish Performance Expectations.</b> Confer with each faculty member and establish annual performance expectations for each tenured, tenure track, and non-tenure track faculty member.	
GE	4	<b>Monitor Progress.</b> Review progress and/or problems in the department with the dean at least twice during each semester and propose solutions.	
GE	5	<b>Personify the Standards Set for Faculty.</b> As “lead” teacher, manage classroom instruction and advisement in a manner that sets the example for faculty.	
GE	6	<b>Manage Resources.</b> Avoid deficit spending, thus ensuring use of allocated funds to support priorities. Eliminate cost inefficient programs.	
GE	7	<b>Address and Resolve Problems.</b> Systematically address rather than ignore critical issues or problems presented by students, staff, and /or faculty	

GE	8	<b>Evaluate Faculty and Support Staff.</b> Complete, in a timely manner, annual performance assessments for all persons in the department, including personnel seeking tenure and promotion.	
GE	9	<b>Manage Enrollment.</b> Coordinate recruitment, admissions, orientation, and advisement of majors and others as appropriate.	
GE	10	<b>Ensure Appropriate Personnel Management.</b> Monitor employment offers to ensure graduate assistants, faculty, and research personnel meet all requirements (i.e. immigration status, academic credentials, and enrollment percent.)	
GE	11	<b>Create A Positive Environment.</b> Support faculty and staff, treating all in a fair, equitable manner.	
GE	13	<b>Adhere to Accreditation Standards.</b> Be knowledgeable of accreditation standards of specialized agencies, SBEC, SACS, and NCATE, exercising due diligence in maintaining or meeting criteria relative to organization, curriculum, personnel, students equipment, library, facilities, and outcome measures.	
GE	14	<b>Promote the University.</b> Support marketing initiatives of the Office of the Office of Institutional Development and External Affairs.	

<b>IV. FOCUSED FACULTY SPECIFIC EXPECTATION</b>			
		<i>Note: The focused expectation includes each faculty member's particular plan for the academic year. This effort should not be considered as additional "workload" for the faculty member. Rather, it should be treated as faculty performing his/her duties at a higher level - striving for excellence.</i>	
DS	1	Expectation: Attend professional meetings and conferences that will promote pedagogical advancement in the area of pre-service teachers, educational administration and technology; Outcome: Evaluation:	
DS	2	Expectation: Attend Banner, ECourses and TrueOutcomes Trainings. Outcome: Evaluation:	
			<b>IV. SUBTOTAL</b>

NOTES: Please see attachment.

**PERFORMANCE EXPECTATIONS**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Department Head

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Employee Signature

**PERFORMANCE EVALUATION SUMMARY**

for

\_\_\_\_\_

Name

Year

CATEGORY	RECOMMENDED IMPROVEMENT	JUSTIFICATION FOR EXCEPTIONAL PERFORMANCE RATINGS
I. Teaching/Advisement		
II. Consumption and Production of Research and Scholarly/Creative Work		
III. Service		
IV. Focused Expectations		
<b>Overall Performance Rating</b>		

**PERFORMANCE EVALUATION SUMMARY**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Department Head

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Employee Signature