

MISSISSIPPI VALLEY STATE UNIVERSITY

Probationary Period Evaluation Form

Employee Name	Employee Number
Department	Employee's Title
Date of Hire	Last day of Probation

This form should be completed by the direct supervisor of the above-named employee. In rating the employee's performance, please check (√) each category at the point which best describes your observation of the employee's performance. Please comment on those categories that have been checked "unacceptable." Return completed form to Human Resources no later than 7 days prior to the end of the probationary period.

	Outstanding	Above Average	Average	Below Average	Unacceptable
Quantity of Work (Productivity)					
Quality of Work					
Knowledge of Job					
Response to Supervision					
Cooperation with Others					
Attendance and Reliability					
Initiative and Creativity					
Capacity to Develop					

Comments:

_____ The performance and/or conduct of the employee met expectations during the probationary period. The employee has successfully completed the probationary period.

_____ **The performance and/or conduct of the employee did NOT meet expectations during the probationary period and the employee will be terminated effective _____

Supervisor's Signature

Date

Senior Staff Member's Signature

Date

** Attach all necessary documentation

MISSISSIPPI VALLEY STATE UNIVERSITY ANNUAL FACULTY PERFORMANCE EVALUATION

Name _____ Degree _____ Rank _____

Years of Service at MVSU _____ Department: _____

The faculty evaluation process includes consideration and acknowledgement of categories that faculty members may be involved in at the university.

Faculty member's assignment by Percentage:

I	Teaching _____	70 pts
II	Research & Scholarly Activities _____	15 pts
III	University and Community Service _____	15 pts
		100 pts total

Evaluation Procedures

There shall be three areas that faculty are evaluated on: Teaching Effectiveness (0-70 pts), University and Community Services (15 pts), and Research (15 pts) will be evaluated separately and independently to obtain a faculty member's overall score in each area. The score of these areas will be summed up to obtain an overall score for the faculty member. Only activities conducted within the immediate past academic year will be considered.

I. Teaching Effectiveness

Part A: Teaching Evaluation by Department Chair range 0-70 pts

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- Syllabus, to include but not limited to, clear statement of course purpose and objective grading procedures, and a schedule of examination and other required materials.
 - Starts and dismisses class on time according to the University policy.
 - Meets all assigned classes or makes appropriate arrangements when absent from class.
 - Constructs and administers examinations relevant to class discussions and course contents.
 - Keeps and maintains posted office hours.
 - Participates and maintains a student advisement system.
 - Constructs and maintains class/student course records.
 - Demonstrates good teaching methods and practical laboratory techniques.
 - Revises and up-dates course syllabus regularly.

- Follow multi-section courses guidelines, where applicable.

B. Scale for Teaching Effectiveness by Chair (70 pts)

- | | | | |
|------------------------------------------|----------------|---------------------------------------------|-----------|
| <input type="checkbox"/> Outstanding: | 61-70 pts | <input type="checkbox"/> Good: | 51-60 pts |
| <input type="checkbox"/> Satisfactory: | 41-50 pts | <input type="checkbox"/> Needs Improvement: | 36-40 pts |
| <input type="checkbox"/> Unsatisfactory: | 35 pts or less | | |

Comments:

Total of this section: _____

II. Research & Scholarly Activities

The Department chair shall assign percentage points to any of the activities listed below: Weight given to each activity should be dependent on the amount of effort required to accomplish that task. The following guideline is suggested: 10 points for a book published; 5 points for published referred articles; 3 points for other articles. 10 points for national /international performance/exhibitions/presentations; 5 points for regional presentations and three points for local events. For grantsmanship: 3 points for proposal submitted; 5 points for a funded proposal for a maximum of 15 points in this category.

- Published journal articles, books exhibitions and/or performances
- Grantsmanship-proposals submitted and/or funded
- Faculty-Student collaborative research, contribution to intellectual life and student training or creative works and performances
- Professional development
 - Attending professional meeting, workshop, training session, etc.
 - Presentation at academic or professional meeting, abstract and seminars
- Other activities

Summary Evaluation of Research & Scholarly Activities:

- | | | |
|----------------------------------------------------|-------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Outstanding 13-15 pts | <input type="checkbox"/> Good 10-12 pts | <input type="checkbox"/> Satisfactory 7-9 pts |
| <input type="checkbox"/> Needs Improvement 5-6 pts | <input type="checkbox"/> Unsatisfactory 4 pts or less | |

Comments:

Total of this section: _____

III. University & Community Service

Each category may be more than 3 pts but not more than 6 pts for a total of 15 pts.

Community Service: Sponsoring educational sessions for business, the community, and/or professional groups and in kind services.

Points for this item: _____

Exhibits and performances relating to the arts:

Points for this item: _____

Professional Organizational Membership:

Points for this item: _____

Faculty-Senate Membership and Office Held:

Points for this item: _____

Student Recruitment:

Points for this item: _____

Departmental Service:

Points for this item: _____

Others:

Total Points: _____

Summary Evaluation of Professional Services

- () Outstanding 13-15 pts () Good 10-12 pts () Satisfactory 7-9 pts
- () Needs Improvement 5-6 pts () Unsatisfactory 4 pts or less

Comments:

Total of this section: _____

IV. Total Points Accrued by Faculty Member

I. Teaching Effectiveness
(Maximum 70 pts)

II. Scholarly Activities (Maximum 15 pts) _____

III. Professional Service (Maximum 15 pts) _____

TOTAL SCORE ACHIEVED BY FACULTY MEMBER: _____

V. Goals for the next Academic Year

Teaching Effectiveness

Scholarly and/or Professional Activity

University and Community Services

Faculty Member's Signature _____ **Date** _____

Department Chairman's Signature _____ **Date** _____

College Dean's Signature _____ **Date** _____

Note: Signing by faculty member does not necessarily indicate agreement; it only indicates that he/she has seen and discussed the evaluation instrument. If a faculty member wishes, he/she may add a written statement addressing matters of concern. If the faculty member declines to sign at this point, then the form is forwarded with only the Chair's signature. Such a document is not binding unless and until a convened grievance committee concurs or disagrees with a decision.