

HOW TO COMPLETE THE FACULTY PERFORMANCE EVALUATION

WHAT HAS CHANGED?

The Faculty Performance Self-Evaluation Form and Faculty Performance Evaluation Form are now one form. There are two options available at the top of the new form. The person completing the form will check the appropriate box when completing the evaluation (see below).

Select One:

- Faculty Self-Evaluation (to be completed by faculty in the AAUP-BHSNJ union)
- Faculty Evaluation by Evaluator (to be completed by the Evaluator for faculty in the AAUP-BHSNJ union)

1. The faculty member will check the “Faculty Self-Evaluation” selection box, complete the entire form and submit to their Chair or other evaluator, along with an updated CV by no later than June 1st.
2. After the evaluator receives the self-evaluation, the evaluator will save the original version of the form submitted by the faculty member for the faculty members file.
3. The evaluator will also save a version of the evaluation with a new file name, check the “Faculty Evaluation by Evaluator” selection box, and complete the entire form.

Faculty Data Form

The Faculty Data Form is no longer required.

COMPLETING SECTIONS

Section I: Faculty Information

1. Faculty member completes the first part of Section I with their personal information (see below).

Faculty Name:		Department:	
Title		Track:	Choose an item.
Evaluation Period (Indicate date of last evaluation through date of current evaluation)			
Evaluator:		Evaluator Title:	

2. Faculty and evaluators should use the guide below when indicating the faculty member’s track on the evaluation form.

If the faculty member is...	Select
Tenured Faculty	Tenure
Tenure-Track Faculty	Tenure-Track
Non-Tenure Track Faculty	Teaching, Research, Clinical Educator, Clinical Scholar or Professional Practice
RBHS Lecturer or RBHS Instructor	N/A

3. Evaluator completes the entire section, for NJMS and RWJMS (including UBHC and CINJ) this includes the “Faculty Member’s Clinical Specialty”, “MGMA Academic Benchmark Specialty” and “AAMC Public Benchmark Compensation Specialty”, if applicable.

Section II: Comments

This section is to be completed by both the faculty member and the evaluator.

1. Each category has a field for “FTE”. If the section is applicable, the “FTE” should be a decimal point (i.e., 0.5 or 1.0). Note: Total FTE should equal the faculty member’s actual FTE and should not exceed 1.0.
2. In each category there are “Comments” and “Overall Comments” boxes where text can be entered by clicking or tapping the box. This text box will expand as text is entered.
3. At the end of each evaluation category there is an “Overall Rating” box that is now a pull down field with the specific ratings available. Please see the rating system below.
 5. Exceptional
 4. Exceeds Expectations
 3. Meets Expectations (Satisfactory)
 2. Needs Improvement
 1. Unsatisfactory
4. Subsection “F: Overall” has space for “Overall Comments” where text can be entered by clicking or tapping the box. There is also an “Overall Evaluation Rating” box that is a pull down field with the specific ratings available (see above).

Section III: Goals and Objectives for Next Evaluation Period

This section is to be completed by both the faculty member and the evaluator.

1. Goals should be placed in each category, where applicable, and assigned a “FTE”.
2. Both “Goals” and “FTE” text boxes can be entered by clicking or tapping the box. This text box will expand as text is entered.
3. “Long-term Goals” are optional.

Section IV: Approvals

This section is to be completed by both the faculty member and the evaluator.

1. For the Faculty Self-Evaluation Form, only the faculty member signs.
2. Faculty member may add a response to the Faculty Evaluation form by clicking or tapping the text box. This is an optional field.
3. For the Faculty Evaluation, all parties must sign. For the faculty member, signing the evaluation form only indicates that the faculty member has reviewed the evaluation.