

Registrar. Even then, any information on the forms that identifies a student shall be redacted prior to being provided to the instructor.

4. REPORT ON SCHOLARLY AND/OR CREATIVE ACCOMPLISHMENTS

- 4.01 This report is to be completed by each faculty member and submitted to his/her department/school chair as input for the FES 3 score. The final FES 3 score will be on a one-to-five point scale.
- 4.02 For most disciplines, this category consists of research and publication. For some disciplines, however, it may include other forms of creative works and activities, such as instructional technology; poetry; painting; musical, dance, or theatrical performance or composition; and sculpture. Scholarly activities shall be interpreted to include, but are not limited to, production of basic and applied research, writing and publications, scholarly grant development, scholarly grant acquisition, presentations to professional and learned societies, and professional development directly related to scholarly and/or creative accomplishments. Subject to the approval of the appropriate academic dean, the department/school chair may add additional subcategories or activities in accordance with department/school/college expectations.
- 4.03 Different disciplines and individuals define creative accomplishments in different ways, engage in different types of artistic endeavors, and evaluate such endeavors differently. As such, the criteria for evaluation can be defined here in only the most general terms. Each college/department/school should define its own specific criteria. Ultimately, individuals must be evaluated on the merit of their creative accomplishments and the level of their critical success.
- 4.04 The respective colleges are responsible for the determination and development of specific performance standards to be evaluated in FES 3. Input from faculty members at the department/school and/or program level is encouraged in identifying specific performance standards that may be unique to a given department/school or program. In creating performance standards, each college is encouraged to address the issue of quality as well as quantity.

5. REPORT ON SERVICE

5.01 This report is to be completed by each faculty member and submitted to his/her department/school chair as input for the FES 4 score. The final FES 4 score will be on a one-to-five point scale.

5.02 Service includes service to students, colleagues, program, department/school, college, and the University; administrative and committee service; and unpaid service beyond the University to the profession, locally, regionally, nationally, and internationally, including academic or professionally-related public service. Activities for which the faculty member received a stipend or release time may not be considered for service activities. Activities that may be considered, but are not limited to, include:

- Committee service
- Student recruitment
- Student advisement
- Acquisition and development of facilities, equipment, and other resources
- Appropriate professional development activities
- Student mentoring
- Student organization(s) sponsorship
- Program/curriculum development
- Faculty-community collaboration for scholarly research
- Faculty-community projects for leadership, economic, or social service development

5.03 The respective colleges are responsible for the determination and development of specific performance standards to be evaluated in FES 4. The performance standards should identify types of service that advance the mission and goals of the University, college, and department/school.

6. SUMMARY RATING REPORT

6.01 The “FES Summary Report” is to be completed by the department/school chair.

6.02 There must be an individual conference between the faculty member being evaluated and the chair. At this meeting, the evaluation will be discussed. The faculty member should be encouraged to provide any relevant