



FORM TRS - FACULTY EVALUATION REPORT

Instructions: This summary form is based on all other forms related to the evaluation process and evidence provided by the faculty member. It is filled by the DPC.

Personal Details	
Date:	
Date Last Filled:	
Full Name:	
Academic Rank:	
Department:	
Faculty:	
Campus:	
Number of years of full-time faculty employment at NDU:	



EVALUATION SUMMARY

Category of Evaluation	Weight out of 100%			Grade (1 to 5)	Comments
	Prof. Rank	Non-Prof. Rank	Teaching Administrators		
Teaching	50%	60%	20%		
Scholarship	30%	0%	20%		
Services	20%	40%	60%		
Overall Grade					

Evaluation Summary

Final Recommendation of the DPC (propose congratulations or remarks, if any):

1. Unconditional recommendation for contract renewal (provided that none of the categories' grades is 1 or less)
 - a. With congratulations (4.5-5)
 - b. Without remarks (3.75-4.49)
 - c. With remarks (3 -3.74)
2. Conditional recommendation for contract renewal (2.5-2.99) or provided a grade of 1 or less in one of the categories.
3. Not recommended for contract renewal (below 2.5 or if two or more categories' grade is 1 or less)

Result of vote: For Against Abstained

Department Personnel Committee Members (Name and Signature):

TEACHING

Tool	Evidence to be collected	Weight	Grade (1 to 5)	Comments
<i>Student Evaluation</i>	<i>Teaching evaluation form</i>	30%	<i>grade = 4 × percentile + 1</i>	
<i>In-class evaluation by peers</i>	<i>Compiled Report for in-class observation</i>	30%		
<i>Teaching portfolio</i>	<i>Portfolio (Syllabus, handouts, lecture notes, exams, videos, etc)</i>	40%- 70%*		
		Overall Grade	-----	

**In the absence of In-class evaluation by peers, the percentage is completely allocated to the Teaching Portfolio.*

SERVICES

Activity	Evidence to be collected	Scale (Faculty with administrative duties)	Scale (Faculty with no admin. duties)	Points (1 to 5)	Comments
<i>Administrative Assignments</i>	<i>Self-evaluation form for services</i>	50%	-		
<i>Committees & Services</i>	<i>Self-evaluation form for services Committee member (chair) evaluation form Advisor evaluation form</i>	40%	60%		
<i>Other Services</i>	<i>Self-evaluation form for services</i>	10%	40%		
		Overall			
		Grade (max=5)			

SCHOLARSHIP

Activity	Weight	Points (1 to 5)	Comments
<p style="text-align: center;">RESEARCH ACTIVITY <i>(Papers, Books, etc)</i></p>	50%		
<p style="text-align: center;">SCHOLARLY ACTIVITIES <i>(Grants, thesis supervision, Awards, speaker, etc)</i></p>	50%		
<p style="text-align: center;">PROFESSIONAL DEVELOPMENT <i>(Earning an additional degree, etc.)</i></p>	20%		
	Overall Grade (max=5)		