SOM ADJOINT FACULTY
Annual Evaluation Instructions

DEPARTMENT ROLE:
1. Use corresponding Evaluation Form – one per faculty member.
2. Mark Faculty Role same as marked on Adjoint Faculty Appointment Form for the current FY.
3. OPTIONAL - List any career SMART goals agreed upon at the time of faculty appointment/reappointment: (short-term for this year; long-term up to 5 years).
   - **Specific:** State exactly what you want to accomplish (Who, What, Where, Why)
   - **Measureable:** How will you demonstrate and evaluate the extent to which the goal was reached?
   - **Achievable:** Stretch and challenge yourself within ability to achieve outcome. What is the action-oriented verb?
   - **Relevant:** How does the goal tie into your key responsibilities? How is it aligned to your role?
   - **Time-bound:** Set “by when” target for a successful and timely completion (include deadlines, dates, frequency).
4. Give form to adjoint faculty appointee to complete next portion & return.

FACULTY APPOINTEE ROLE:
1. **Add Self-Rating:** Assign each Faculty Role activity marked a numeric rating based on how well you feel you accomplished each one.
   - *Rating Scale: 1 = Exceeds expectations 2 = Meets expectations 3 = Fails to meet expectations N/A = No longer applicable (Comment why.)*
2. If SMART goals were written, rate each goal on the same scale with optional commentary.
3. **Briefly detail** role and accomplishments, i.e. quantity, frequency, learner type and numbers, etc. (Detail provided will support reappointment discussion and any future promotion in rank.)
4. **List** 1-2 individuals who could submit a letter of support if needed for reappointment and/or promotion purposes. Indicate peer or learner. Briefly list what aspects of your role are best known by each person listed.
5. **Indicate** desire to be reappointed next fiscal year.
6. **Add** additional information and/or comments. (Optional)
7. **Sign** evaluation after feedback/discussion of FY evaluation has occurred. Confirm role and goals, when reappointed.
DEPARTMENT EVALUATOR ROLE:

1. **Add rating:** Assign each Faculty Role activity marked a numeric rating based on how well the department feels the appointee accomplished each one.
   *Rating Scale: 1 = Exceeds expectations  2 = Meets expectations  3 = Fails to meet expectations  N/A = No longer applicable (Comment why.)*

2. **If SMART goals were written,** rate each goal on the same scale with optional commentary.

3. **Review** documentation of accomplishments. An evidence basis for each rating will guide and support career mentoring, development, annual reappointment and future promotion requests.

4. **Indicate** whether the Department desires re-appointment of this faculty appointee.

5. **Provide** role performance feedback. Appointee should have the option to write career **SMART** goals when appointed/reappointed.

6. **Add** additional information and/or comments. (Optional)

7. **Sign** the final evaluation when feedback/discussion provided to the faculty appointee.

DEPARTMENT CHAIR ROLE:

1. Department Chair certifies evaluation by signing it when final.