***Annual Performance Review Form***

**Department of Civil Engineering, Construction Management and Environmental Engineering**

Revisions: 12-2-14 bnb

*Attach in FAC180 the following:*

* 1. *Current CV*
  2. *All course CIAs*

*Note: You may input the information in this document within the various sections of FAC180 or you may attach this document in FAC180.*

|  |
| --- |
| Date: |
| Name: |
| Rank: |
| Academic Year of Review: |

***Distribution of Effort***

|  |  |  |
| --- | --- | --- |
|  | % Effort in SOE | % Effort Actual |
| Student Related Responsibilities |  |  |
| Scholarly & Professional Development |  |  |
| Service |  |  |

## Student-Related Responsibilities

**1.1 Affirmation of Minimum Expectations**

Teaching: *(Your checking of each affirms that you have satisfactorily completed the requirement)*

|  |  |
| --- | --- |
| Review of prior course Course Improvement Audit (CIA) before preparation of course syllabus/outline in order to incorporate course improvement recommendations. |  |
| Adherence to course pre/co-requisite requirements. |  |
| Syllabi (approved university format) that have ABET and course-specific outcomes as defined in the Content Strand document for the course, provided to students on the first day of class, and placed on the shared drive for archiving. |  |
| Maintain records that support the assignment of final grades and program assessment document (PAD) data collection; completion of the course CIA document by the end of the semester that the course is taught. CIA and PAD data are to be placed in the designated shared drive for archiving. |  |
| Maintaining rigor in course expectations for student learning as demonstrated by grade distribution, student comments or other metrics determined by the instructor. |  |
| Diligence to assure that other responsibilities do not take precedence over teaching and prompt feedback provided to students (graded homework and exams). |  |
| The meeting of all scheduled classes (except for illness or prior notification of an absence approved by the department chair). |  |
| Maintenance of a professional classroom environment, supportive of the learning outcomes, which includes the presentation of current and relevant information. |  |
| Holding an appropriate number of office hours per week and maintaining appointments with students. |  |
| Indication that students are aware of specific examples regarding academic dishonesty / working together that are allowed/disallowed in the class. |  |
| Demonstrates a commitment to upholding requirements of academic integrity. |  |
| Maintaining familiarity with program requirements and current electives being offered. |  |

* 1. **Evidence of Effective Teaching :**

Fill out the following Table:

|  |  |
| --- | --- |
| **Type of Activity** | **Detail** |
| Implementing new or innovative teaching methods |  |
| Including new technology in class/lab |  |
| Updating or creating new courses |  |
| Created significant learning experiences (field trips, students to conferences, etc) |  |
| Contributing to design or U/G research projects or independent studies |  |
| Attending/leading teacher training |  |
| Implementing improvements from peer/student evaluations/assessment |  |
| Other |  |

* 1. **Evidence of Effective Advising:**

Fill out the following Table:

|  |  |
| --- | --- |
| **Type of Activity** | **Detail** |
| Facilitating interactions between students/industry |  |
| Writing letters of recommendation |  |
| Actively mentoring students |  |
| Advising student organizations |  |
| Develop career advising materials |  |
| Assist student projects |  |
| Other |  |

## 2.0 Scholarly and Professional Development Activities

**2.1 Disseminations, Proposals and Projects**

Fill out the following Table, detailing project name and your specific contribution*; include approximate total hours spent on each*. For disseminations, list all authors and student authors in bold with G for graduate and U for undergraduate. For proposals, identify whether you were PI/Co-PI and list all contributors, list whether proposals are pending/funded/unfunded (funded proposals should show how much you control). For projects, list all participants and your contribution; for multi-year projects, highlight your activity for the past year in bold, and list the current status (ongoing, completed, funding extended). Add more lines if necessary.

|  |  |  |
| --- | --- | --- |
| **Type of Scholarly Activity** | **Detail** | **~ Hours total** |
| **Disseminations** |  |  |
|  |  |  |
| **Proposals** |  |  |
|  |  |  |
| **Projects** |  |  |
|  |  |  |

**2.2 Professional development and service activities not directly related to a specific scholarly project.**

Fill out the following table. Examples include (but are not limited to): professional meetings/conferences attended (without presentation); professional relationships with industry; workshops, seminars, conferences attended for professional training; workshops or seminars developed by you this past year; professional society memberships; professional registration; service or consulting activities that required your professional expertise.

|  |  |  |
| --- | --- | --- |
| **Type of Scholarly Activity** | **Detail** | **~ Hours total** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## 3.0 Service

Fill out the following Table, detailing committee/activity name and your contribution; include approximate total hours spent on each. Add more lines if necessary.

|  |  |  |
| --- | --- | --- |
| **Type of Service** | **Detail** | **~ Hours total** |
| Comply w/ NAU mandates (FERPA, eCERT, etc) |  |  |
| To Department |  |  |
| Attended dept mtgs | (regular attendance) |  |
| Participate in program-level assessment and ABET/ACCE activities |  |  |
| Attended IAB mtgs | (regular attendance) |  |
| Performed DCVs | (regular attendance) |  |
| Attended graduations | (regular attendance) |  |
| Other department service |  |  |
| To College |  |  |
| To University |  |  |
| To Community |  |  |
| Other |  |  |