

# Template for Annual Report of Teaching Faculty or Instructor Activities for the Calendar Year 2024

*Due in a form that can be posted on the Web on January 31, 2025*

**Please submit your evaluation information as PDF or Word (or equivalent) files.**

According to the faculty evaluation procedures adopted by the department, any of the information supplied by each faculty member may either be designated as private information for the Department Head *only* or as information to be placed on the Department's secure website.

Information in this document will be available to other faculty on the Department's secure website. Only other faculty members will have access to the document. *Submit any information that is for the Department Head only in a separate file which is sent as an e-mail attachment.*

This document applies to teaching faculty and instructors only. Separate evaluation documents exist for tenure-track, teaching, and research faculty. All faculty members and instructors must complete an annual evaluation each year.

The report will be evaluated by the Department Head in two distinct categories: "Instructional activities" and "Service and engagement". The description of each category is outlined below. The performance in each category will be ranked in one of the following categories: "Exceptional" (4), "Exceeds Expectations" (3), "Meets Expectations" (2), "Needs improvement" (1), and "Unsatisfactory" (0). The number in brackets represents a numerical scale that the Department Head will use for evaluation of the overall faculty performance based on the time allocated to each of the categories in the annual contract. For tenured faculty, annual evaluations will serve as the default input to post-tenure reviews.

Name:

## **INSTRUCTIONAL ACTIVITIES**

Faculty are expected to perform high-quality teaching and advising. Such activities include but are not restricted to, teaching courses as a lead instructor, leading recitations or studios, advising undergraduate students, graduate students, or postdoctoral associates, and leading workshops for professional skill development. In addition to instructional activities, faculty are expected to be engaged in professional development activities related to instruction, examples of which could be attending lectures on teaching methodologies, developing new teaching strategies or materials, developing demonstrations, or implementing suggestions for improvement based on TEVALs or a colleague's assessment. Professional development activities need not occur every year, but when they do, they should be listed in the relevant category.

Examples of excellent teaching that merit an "Exceptional" or an "Exceeds Expectations" evaluation could be but are not limited to, based on consistent excellent TEVAL assessments,

overcoming student biases that hinder learning, receiving teaching awards, student accounts from TEVALs or exit interviews, and participation in professional-skills development activities. A “Meets Expectations” evaluation could be obtained by satisfactory performance in teaching assignments with evidence of continued maintenance of effective instruction. A “Needs Improvement” evaluation may be given when expectations are not met. Finally, an “Unsatisfactory” evaluation would be assigned for a consistent lack of effective teaching overall for consecutive years or a year of very poor performance that severely impacted students’ performance in the course and in the subsequent courses reliant on its content.

A. Teaching and Training

1. List your teaching assignments for the current year. Please provide PDFs of TEVALs with this document. Note that TEVALs have well-known flaws and biases that will be considered when using them as an evaluation. Teaching assignments are available at: <https://courses.k-state.edu/fall20XX/PHYS/> <https://courses.k-state.edu/spring20YY/PHYS/>, where “XX” and “YY” denote the last two digits of the calendar year, and  $YY=XX+1$ .
2. List any activities that relate to professional development concerning high-quality instruction. Examples are given above.
3. List any interdisciplinary teaching activities, such as giving a lecture in another department’s classes:

B. List students and postdocs under your direction

1. Students who completed their degrees during the calendar year:

Name	Degree	Present position

2. Graduate and undergraduate students:

Name	Expected graduation date	Degree

3. Postdocs:

Name

- C. List any teaching awards or special recognition:

## **SERVICE AND ENGAGEMENT**

This section summarizes how one's activities may interact, inform, or otherwise involve the public with the university. It is also intended to summarize one's service work to the community and university. Such activities may take many forms and need not occur annually. "Exceptional" and "Exceeds Expectations" evaluations could include but are not limited to leading departmental committees; serving on university or college committees; holding positions of responsibility in professional societies or multi-institutional scientific collaborations; or leading a significant outreach activity such as K-State Open House. A "Good" evaluation could be obtained by meeting the expectation for service work to the community and university, which includes, but is not restricted to, serving on departmental committees. "Needs improvement" and "Unsatisfactory" evaluations may be assigned if there is a consistent lack of evidence of providing service and engagement over consecutive years.

- D. List any examples of engagement. This could include, for example, lectures and physics demonstrations for high schools, community colleges, or other universities and in other educational settings. Colloquia, seminars, public lectures, and the promotion of one's scholarly activities online for an interdisciplinary audience or to the general public are also relevant.
- E. List any interdisciplinary collaborations. Examples could include, but are not restricted to, research collaborations with scientists, faculty, or students in disciplines other than Physics. Collaborations may also be instructional. Please indicate if the collaboration is within or external to KSU.
- F. Positions or responsibilities to professional societies or collaborations.
- G. Departmental and university committee assignments.
- H. Service awards or special recognitions.
- I. Any other activities that are not captured in the categories above that support your engagement and service.

**OTHER**

Provide any additional information that you would like to have included in your annual evaluation. **These might include any special achievements you want to highlight or any special circumstances you want to bring to my attention.**

## **CONTRIBUTIONS OF OTHER FACULTY**

*In a separate document or e-mail*, please credit faculty members who have contributed to your professional development during the last year by writing a concise paragraph concerning these contributions. This information will be kept confidential.