

## Full-Time Faculty Performance Review Summary

Faculty Name	Date
Faculty Title	Department
Evaluation Period	Chair

Overall evaluation of the faculty member focuses on three areas: 1) teaching experience and effectiveness; 2) professional accomplishments; and 3) service to the department or college. There is no prescribed weighting of these areas. However, teaching effectiveness and professional accomplishments generally should be the most important considerations. A detailed and informative CV or professional résumé must accompany the performance review. Also, if transcripts for highest degree are not on file at Human Resources, the faculty member must supply them with this review.

**Department Chairs must attached a descriptive narrative addressing the following criteria and making a recommendation for the next letter of appointment.**

<b>Teaching Experience and Effectiveness</b>	Substantive data from student evaluations of courses and instructors. Years of employment (specifying both full-time and part-time) and courses taught at ACCD and other institutions. Mentoring. Department Chairs' and Academic Coordinators' observations (considerations should include: instructor demonstrated knowledge of the subject; instructor makes student learning a priority; syllabus clearly states the course objectives; students' responsibilities and requirements were clear; the class met as scheduled).
<b>Professional Accomplishments</b>	Faculty members' documents of accomplishments that include detailed list of activities in their field or fields outside of Art Center, and any other information that might positively reflect on the application. This may include internal or external peer review; pedagogical, academic and/or practice-based research; production (design and art practice); publication history; exhibition history; awards and other recognition(s); and degree(s) and education.
<b>Service to the Department or College</b>	Record of service to the department or college. This may include shared-governance committee work; student advising; course-level curricular development; and campus-wide projects.
<b>Diversity, Equity and Inclusion</b>	Documented commitment to fostering diversity, equity and inclusion at ArtCenter and in professional activities. This may include online or in-person DEI training, participation in DEI events (such as DesignStorms, DesignMatters, workshops, symposia, etc.), serving on hiring/search committees promoting DEI, infusion of DEI content into curriculum, etc.
<b>Department Chair's Recommendation</b>	Based on a collegial discussion of the complete faculty performance review package, the Department Chair should make a recommendation regarding the letter of appointment (e.g. "Renew 1-year appointment") and any possible promotion.

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**Teaching  
Experience and  
Effectiveness**

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**Professional  
Accomplishments**

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**Service to the  
Department or  
College**

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**Diversity, Equity  
and Inclusion**

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**Department Chair's  
Recommendation**

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Faculty Member Signature ..... Date .....

Dept. Chair Signature ..... Date .....

Associate Provost for  
Faculty Affairs Signature ..... Date .....

Provost Signature ..... Date .....