

NatSci Tenure-System Faculty Annual Evaluation Form*

Name	Department(s)	Review Year
Workload Expectations: Research ____% Teaching ____% Service ____%		

Note: Text boxes in the form are limited in space. Add additional pages as needed.

Research

<input type="checkbox"/> Below Expectations Insignificant scholarly or creative activity, or activity of a quantity or quality below expectations given rank, position, and workload expectations.	<input type="checkbox"/> Needs Improvement Minimal amount of peer-reviewed scholarship and grant funding, or research productivity of low quality relative to rank, position, and workload expectations.	<input type="checkbox"/> Good Good scholarly productivity relative to rank, position, and workload expectations; peer-reviewed publication in good journals; future plans with high likelihood of successful completion. Appropriate research funding.	<input type="checkbox"/> Excellent Excellent scholarly achievement relative to rank, position, and workload expectations; publication in high-impact journals; completion of important research projects in accordance with long-term plans. Evidence of disciplinary leadership.	<input type="checkbox"/> Outstanding Extremely significant and rigorous scholarship with demonstrable disciplinary impact, published in prestigious venues. Major scholarly achievements relative to rank, position, and workload expectations.
Research: Strengths/Weaknesses of Activities/Achievements, and Recommendations <div style="margin-left: 20px;"> <ul style="list-style-type: none"> </div>				

Teaching/Student Engagement

<input type="checkbox"/> Below Expectations Problematic classroom or other teaching performance; unreliable advising or mentoring, and frequent unavailability; indifference toward or unreasonable resistance to meeting teaching standards	<input type="checkbox"/> Needs Improvement Fulfills all teaching responsibilities and meets minimal qualitative expectations in the classroom. One or more problematic elements in the area of teaching, and minimal efforts at improvement. Or some unreliable availability or mistakes in assigned advising or mentoring, or little or no curricular development.	<input type="checkbox"/> Good Fulfills all teaching responsibilities. Evidence of solid work in the classroom; some successful effort to improve; good reliable student mentoring and academic advising.	<input type="checkbox"/> Excellent Fulfills all teaching responsibilities well. Evidence of overall excellence in teaching, advising, student mentoring; curriculum or program development.	<input type="checkbox"/> Outstanding Fulfills all teaching responsibilities very well. Demonstrable overall excellence in teaching, advising, and mentoring; leadership in course or curricular improvement, sharing of expertise.
Teaching: Strengths/Weaknesses of Activities/Achievements, and Recommendations <div style="margin-left: 20px;"> <ul style="list-style-type: none"> </div>				

* Adapted from measuredreasons.com, MSU ADVANCE grant [faculty performance review toolkit](#), [CNS RPT guidelines](#), [MSU RPT recommendation guidelines](#), and [LBC faculty annual evaluation materials](#).
 Revised 12/13/2010-format revised 4/2016.

Engagement in Leadership/Service/Outreach

<input type="checkbox"/> Below Expectations Little or no meaningful or useful activity in serving department, College, or University in important ways. Or, behavior of a professionally unacceptable kind or harmful effect.	<input type="checkbox"/> Needs Improvement A minimal level of useful activity, relative to rank, seniority, and workload expectations, in serving the program, department, College, University or profession.	<input type="checkbox"/> Good Consistently effective service at multiple organizational and professional levels appropriate to rank and seniority; shows initiative; responsive to needs of students, colleagues, and department.	<input type="checkbox"/> Excellent Excellent initiative and effort with consistently beneficial results on important projects, appropriate to rank and position at multiple organizational and professional levels.	<input type="checkbox"/> Outstanding Uniformly excellent effort and results in important projects; generosity of spirit in volunteering; effective leadership appropriate to rank and position
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Engagement: Strengths/Weaknesses of Activities/Achievements, and Recommendations

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Allocation of MSU space and resources: (attach description if modification is necessary)

☐ Space or resources should be reallocated.
 ☐ Space or resources appropriate.
 ☐ More space or resources required.

Summary¹ and Outlook: Progress, Plans, and Future Promotions

Faculty Member Signature	Date
Please refer any unresolved questions or concerns about this annual review to natscidean@msu.edu.	
<input type="checkbox"/> I have a written response, and the response is attached. <input type="checkbox"/> I have a written response and have sent it directly to natsci.dean@msu.edu . <input type="checkbox"/> I do not have a written response to this review.	
Department Chair(s)/Administrator(s) Signature	Date

¹For a faculty member on sabbatical leave during the review year, comment here on sabbatical accomplishments.

NatSci Outside Work for Pay Disclosure Form^{*}

All faculty members (tenure system and fixed term) at the rank of instructor through professor who hold appointments of at least 50% time are required to obtain approval of all outside work^{**} for pay with the following exceptions (these activities are not regulated by the outside work for pay policy):

- presentations at professional meetings and other similar gatherings
- peer review of articles and grant proposals
- leadership positions in professional societies
- preparation of scholarly publications
- editorial services for educational or professional organizations
- service on advisory committees or evaluation panels for government funding agencies, nonprofit foundations, or educational organizations
- Musical and other creative performances and exhibitions, if there is an expectation in the faculty member's discipline that he/she will engage in such performances or exhibitions.

Pay includes:

Anything of value received in consideration for work (except reimbursement of expenses, indemnification, or insurance coverage for claims arising out of or occurring in connection with the work). Examples of pay include, but are not limited to, any salary, fee, honorarium, stock, stock option, monetary gift or contribution beyond actual expense, or the promise of any of these in the future. Work for any business or other for-profit enterprise owned or operated by a faculty member or by his/her relative(s), shall be considered "pay" (whether or not the faculty member receives anything of value in consideration for the work)

☐ I do not anticipate having any outside work for pay from July 1- June 30, 20_____, but will request and obtain written approval from my unit administrator and dean or director before engaging in outside work for pay during this period.

☐ I anticipate receiving pay for outside work and have attached the [MSU Outside Work for Pay/Overload Pay](#) form.

Signature/Date

Name

^{*} Based on the [MSU Policy on Outside Work for Pay](#).

^{**} N.B. MSU policy also requires disclosure of outside work for pay during the summer.