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April 1985

FORM 3: COLLEAGUE APPRAISAL

Faculty Member to be Evaluated

Colleague Evaluator Date**:**

Time Period to be Covered  **Last review to present**

Please provide in narrative form an evaluation of your colleague's work over the period indicated above in each of the University's three evaluation categories: Teaching Effectiveness, Professional Achievements, and Service to Linfield.

It would be helpful if you would type your three evaluations, putting each on a separate page, and stapling them together with this page as a cover sheet.

Please state reasons for your views and what evidence you used. For teaching, are your evaluation comments based on visiting classes, and if so how many visits? Have you inspected syllabi, examination questions, talked with students, etc. For professional achievement, have you heard a professional presentation, read a research report, seen a public performance, etc. For service, have you served on a committee with the person being evaluated, seen a report s/he wrote, etc. For all categories, characterize the reference group you are using (liberal arts college faculties, Linfield faculty, etc.).

Please submit these three evaluations by **Friday, February 26, 2021.**

Thanks for your help.

**PLEASE USE THIS PAGE AS YOUR COVER SHEET. Thank you**

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3A. Colleague Appraisal of Teaching Effectiveness (including advising)

Please consider the general advice about reasons and evidence provided on the cover sheet.

Please refer to section IV.6.1.1 Teaching Effectiveness, in the Faculty handbook for more information on teaching effectiveness in the context of faculty evaluation.

[IV.6.1.1 Teaching effectiveness will be evaluated by students, colleagues, and the department head. Self‐appraisals by the faculty member concerned will also be used in the process. The faculty member should be aware that teaching effectiveness involves attention to several important areas, including:

1. knowledge of and enthusiasm for the subject matter

2. attention to the organization of courses as it relates to the level and preparation of the students

3. organization and effective use of class time

4. high expectations for each student

5. respect for studentsʹ viewpoints

6. use of effective and fair grading methods

7. what students take from their courses

8. availability for consultation with students

9. consistent and effective attention to the needs of advisees.]

For the benefit of the Promotion and Tenure Subcommittee, please list the occasions in which you have had direct observation of teaching of the candidate. Please include, to whatever extent possible, the course name, course number and section, and semester of observation so that the appropriate student evaluations of teaching at that time can be referenced by the committee.

With the above as guides, please provide your appraisal of **Professor** teaching effectiveness.

(Signature) (Date)

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3B. Colleague Appraisal of Professional Achievements

Please consider the general advice about reasons and evidence provided on the cover sheet.

Please refer to section IV.6.1.2 Professional Achievement, in the Faculty handbook for more information on professional achievement in the context of faculty evaluation.

[IV.6.1.2 Professional achievements will be evaluated by colleagues and by the department head. Self-appraisals in the form of written descriptions of professional activity will also be used in the process. Evidence of professional achievement may include:

1. research or creative work

2. publications and artistic or professional presentations

3. peer recognition by professional societies/organizations

4. study at other institutions for additional professional credential or toward an advanced degree beyond the terminal degree Linfield requires for the discipline (see this handbook IV.11)

5. professional practice and/or development necessary to maintain competency and credentials.]

With the above guides, please provide your appraisal of **Professor** professional achievements.

(Signature) (Date)

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3C. Colleague Appraisal of Service to Linfield

Please consider the general advice about reasons and evidence provided on the cover sheet.

Please refer to section IV.6.1.3 service, in the Faculty handbook for more information on service in the context of faculty evaluation.

[IV. 6.1.3 Service to Linfield, oneʹs profession, and the community will be evaluated by colleagues and by the department head. Self‐appraisals by the faculty member will also be used in the process. Evidence of service may include:

1. regular and effective participation on college‐wide standing committees of the faculty

2. effective participation in departmental and divisional affairs (including service as chair where applicable)

3. work with student activities and organizations

4. direct assistance with the external relations work of the college (e.g., recruiting students, speaking to alumni groups)

5. service to the external community using professional knowledge and skills

6. service to a professional society/organization

7. service to the Division of Continuing Education.]

With the above as guides, please provide your appraisal of **Professor** service to Linfield.

(Signature) (Date)