



Office of the Provost

Department of Foreign Language

Faculty Annual Evaluation Guidelines

Office of the Provost
James Madison University

MSC 7607
Alumnae Hall, Room 102
91 Alumnae Drive
Harrisonburg, VA 22807
540.568.3429

TEACHING 20-- 20--

NAME:

| | |
|--|--|
| PART I: to be filled out by department head | |
| Numerical average on evaluations | |
| Submission date annually: Faculty Activity Plan – by 1 October | |
| Submission date for each course each semester: Syllabus – by the end of second week of classes Final – last day of exams for that semester | |
| | |
| PART II: to be filled out by faculty member | |
| List courses taught (excludes summer and abroad) | |
| List new courses taught | |
| List Honors courses taught | |
| List team-taught courses | |
| List interdisciplinary courses taught | |
| Explain significant revision of existing courses | |
| List students and thesis topics you directed | |
| List students and thesis topics for which you served as reader | |
| List and describe independent studies you supervised | |
| List extradepartmental recognition of teaching excellence | |
| Describe source and nature of teaching grants | |
| Any other evidence (may be on separate sheet, including portfolio, syllabi, exams, assignments) | |

SCHOLARSHIP 20-- 20--

(please include full bibliographical information for publications, venue for presentations)

| | |
|--|--|
| Evidence of contact with profession | |
| Evidence of participation in electronic or other scholarly discussions | |
| List discipline-related consulting jobs | |
| List books published | |
| List book chapters published | |
| List articles published | |
| List reviews or encyclopedia entries published | |
| List translations published | |
| List translations done for pay | |
| List papers presented | |
| List guest lectures | |
| List television lectures | |
| List books edited | |
| List journals edited | |
| List editorial boards on which you serve | |
| List significant technology-related projects completed | |
| List research grants | |
| List recognition of scholarly achievement | |
| List acknowledged proofreading of books | |
| List any other scholarly activities | |

SERVICE 20-- 20--

(please list committees on which you are active; there is a line for “passive committees”)

| | |
|---|--|
| List committees chaired: | |
| • Department | |
| • college | |
| • university | |
| • profession | |
| • community (discipline-related) | |
| List committees on which you serve: | |
| • department | |
| • college | |
| • university | |
| • profession | |
| • community (discipline-related) | |
| List special departmental assignments | |
| List participation in development, administration, or coordination of programs | |
| List student groups you advise or sponsor | |
| List university-related fundraising | |
| List discipline-related meetings/conferences organized, including sponsoring guest speakers | |
| List discipline-related community or university service | |
| List offices held in professional organizations | |
| List activity as reader/reviewer | |
| List conference programs/panels organized or chaired | |
| List any other service (including “passive committees”) | |

NOTE: For departmental purposes, being FMIR is its own reward. The Dean’s discretionary funds are earmarked for such cases.