



Office of the Provost

Department of Sociology and Anthropology

Faculty Annual Evaluation Guidelines

Office of the Provost
James Madison University

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ANNUAL REPORT OF FACULTY SOCIOLOGY & ANTHROPOLOGY

Name:

Date:

TEACHING

Teaching activities (for the period May 2013-April 2014)

Percentage of time spent per week in teaching activities:

Excellent Plus

1. Teaching grants received.
2. Teaching awards received.

Excellent

1. Briefly describe how your courses contribute to meeting program objectives.
2. List new courses that you have proposed/taught this year and briefly describe how they are consistent with program objectives.
3. Describe revisions of courses previously taught.
4. Specific courses taught and number of students (e.g. SOCI 101-0006, 36).

May/Summer 12

Fall 12

Spring 13

Grade distribution for all fall and spring courses.

5. Independent studies, honor theses, etc. (list these and provide a brief description).
6. Briefly describe formal mentoring of students or faculty.
7. Describe innovative activities you have developed and used in your classes this year.
8. List pedagogy-related presentations at professional meetings.
9. Please offer any additional reflections on your teaching this year.

Satisfactory

1. If you have peer evaluations (based on guest lectures in classes, team teaching, etc.) attach them. (We have student evaluations and written comments in the department office, so please do not include them).

2. Attach copies of syllabi for courses taught this year.
3. Other criteria relevant to course workload.
4. Evidence of honest attempt to evaluate and grade student performance (include sample exams and writing assignments).

Other activities not included above:

How would you evaluate your teaching activities during this past year?

SCHOLARLY ACTIVITIES

Scholarly Activities (for the period May 2012-April 2013)
Percentage of time spent per week in scholarly activities:

Excellent Plus

Section A - Publications

1. Research papers which were published or accepted for publication during the period in principal national/international journal (please provide a reprint or xerox copy from the publication).
2. Academic books which were published or accepted for publication by a recognized press.
3. Edited volumes published or accepted for publication, where editor is also author of an introductory or other chapter, introductions to other chapters, etc., that shows evidence of a substantial amount of editing and scholarly work of high quality.
4. Two or more articles published or accepted for publication in peer-reviewed journals.

Section B - Presentations

5. Keynote speaker at a major association national meeting.

Section C - Grants

6. Research grants from external agency, such as NEH, NSF, SSRC, NIMH, Fulbright, etc.

Section D – Ongoing Work

7. Evidence of ongoing research work that has not yet resulted in published work (e.g., field research), and which is funded by one of the above grants.

Excellent

Section A - Publications

1. Research papers published in refereed journals.
2. Textbooks published.
3. Edited volumes published (no significant writing done by editor).
4. Ongoing work on book manuscript.

Section B - Presentations

5. Papers presented at national association meetings.
6. Sessions served as discussant at national association meetings.
7. Sessions organized at national association meetings.
8. Invited presentations at scholarly venues.

Section C - Grants

9. Small research grants from internal or external sources (indicate from whom, amount, title, starting and ending dates).
10. Grant proposals submitted to one of the major external agencies but not yet approved or disapproved.
11. Contractual research.

Section D – Ongoing Work

12. Evidence of ongoing research work that has not yet resulted in published work, and which is funded by one of the above grants.

Satisfactory

Section A - Publications

1. Research papers published in non-refereed journals (title of article and journal; please provide copy).
2. Book reviews published in scholarly journals (title of book and journal; please provide copy).
3. Encyclopedia articles published (title of article and encyclopedia; please provide copy).
4. Comments/articles published in disciplinary newsletters (title of article and newsletter; please provide copy).
5. Manuscripts submitted for publication and still under review at peer-reviewed journals (please provide copy).
6. Evidence of ongoing work on a research paper.

Section B - Presentations

7. Paper presented at regional or local meetings or at another department of university

(Presentation of a paper at a regional meeting can count as excellent if a case is made about the rigor of the selection process, audience attendance, panel participants, etc.)
(title of paper and meeting; please provide copy).

8. Sessions served as discussant at regional or local meetings
9. Sessions organized at regional or local meetings

Section C - Grants

10. Grants of less than \$1000 from internal or external source.
11. Research proposal submitted to agencies other than major external ones.
12. Contracts worked on.

Section D – Ongoing Work

13. Evidence of ongoing research work that has not yet resulted in published work.

Other activities not included above:

How would you evaluate your scholarly activity during this past year?

SERVICE

(Service activities for the period May 2012-April 2013)

Percentage of time spent per week on service activities:

(Please include some specifics as to the amount of time you spent on service and your role on a committee.)

Excellent Plus

1. Offices held in professional organizations.
2. Professional journals served as editor or on editorial board.
3. Service awards from university or professional organizations.
4. Active involvement in university service that results in a new program or in significant reorganization/maintenance of an existing one in any area (please provide documentation).

Excellent

1. Committees chaired at department level or higher (describe or give evidence of activities).
2. Major service in the community directly related to professional identity or work (describe or give evidence of activities).
3. Service on important or time-consuming department committees (describe or give evidence of activities).
4. Significant service on two or more major department, college, or university committees (describe or give evidence of activities).
5. Contributions to professional associations (describe or give evidence of activities).
6. Journal or national granting organization served as reviewer.

Satisfactory

1. Contribution to at least one major departmental committee (describe or give evidence of activities).
2. Contribution to at least one college or university committee (describe or give evidence of activities).
3. Service in the community directly related to professional identity or work (describe or give evidence of activities).

How would you evaluate your service activity during this past year?

PLANS/OBJECTIVES FOR 2014-2015

Teaching (Indicate in which courses you plan to administer student evaluations.)

Scholarship

Service