

**COLORADO STATE UNIVERSITY-PUEBLO
FACULTY ANNUAL PERFORMANCE REVIEW
CHAIR'S REPORT FOR CALENDAR YEAR _____**

Faculty Member's Name		Faculty Member Rank	
Academic Unit			
Department Chair's Name		Dean's Name	

Summary Assessment Ratings

Category	Weighted Distribution ⁽¹⁾ (%)	Rating ⁽²⁾	Overall Annual Performance Rating ⁽³⁾
Teaching/Librarianship			♦ Exceptional Performance ($4.65 \leq x \leq 5.00$) ♦ Exceeds Expectations ($4.20 \leq x < 4.65$) ♦ Meets Expectation ($3.20 \leq x < 4.20$) ♦ Below Expectations ($3.00 \leq x < 3.20$) ♦ Unsatisfactory Performance ($x < 3.0$) x = APR score
Scholarly & Creative Activities			
Service			
Administration			
Overall Annual Performance Numerical Rating			

- (1) Percentages based on time & effort distribution specified in Faculty Development Plan and/or Academic Unit's Standards for Performance Assessment.
 (2) Numerical performance rating scales for each category defined in the Standards for Performance Assessment of each Academic Unit.
 (3) Numerical ranges associated with overall APR rating based on *APR Numerical Rating Table* agreed upon by Faculty Senate.

Written Report: *Per Paragraph (a) of Section 2.9.1.2 of the Faculty Handbook, please provide the following.**

1. Statement describing evidentiary basis (including faculty member's self-report) on which this report is based; consultations with the Dean or other Chairs concerning the individual's APR, if any, shall be described in this statement.

2. Narrative comments of the faculty member's effectiveness in each review category in support of assessment ratings above;
 - Teaching/Librarianship

 - Scholarly & Creative Activities

 - Service

 - Administration

* The space provided for each response should be expanded as needed.
 Revised 1/30/17

3. Recommendation on salary increases for performance; must be consistent with policies for salary increases established within the Standards for Performance Assessment of the Academic Unit (see Faculty Handbook Section 2.13.2.13);

4. Recommendations, if any, on each of the following:
 - comprehensive post-tenure review for tenured faculty,
 - reappointment for probationary faculty, except for those in the first or second year of appointment;
 - participation in Faculty development programs;
 - revision of the development plan for the current calendar year.

Required Signatures

- **I have provided a copy of this report to the faculty member per the provisions of Faculty Handbook Section 2.9.1.2.**

_____ date

Department Chair

- **I have received and read this report and met with the Department Chair to review its contents on _____ .**
(date)

_____ date

Faculty Member

- ◆ I will NOT submit a written response to the Chair's Report.
- ◆ I will submit a written response to the Chair's Report.

- **I have received and read the Chair's report and the Faculty Member's Response (if any).**

_____ date

Dean

- ◆ I concur with the assessment of the Chair.
- ◆ I do not concur with the assessment of the Chair.

Additional faculty member signature required for cases in which the Dean disagrees with recommendations of the Chair, or the faculty member disagrees with those recommendations. (See paragraph f of Faculty Handbook. Section 2.9.1.2.)

I have met with the Department Chair and the Dean concerning my annual performance review on _____ and have received a copy of the Dean's final recommendations.
(date)

_____ date

Faculty Member

- ◆ I will NOT submit a written response to the Dean's Recommendations.
- ◆ I will submit a written response to the Dean's Recommendations.