

United States Naval Academy Civilian Faculty Performance Rating Report

Faculty Member: _____

Rank/Title: _____

Department/Division: _____

Review Period: _____

The critical elements below include a primary emphasis on teaching excellence, and a combination of scholarship and service commensurate with the rank and responsibilities of the faculty member.

SECTION I.

Teaching (Critical element)	OB	S	ME	NI	UN	NA/NO
a. Displays an accurate, up-to-date, knowledge of material						
b. Builds a professional, positive rapport with students						
c. Facilitates student learning with effective styles/methods						
d. Self-assesses teaching and course improvement						
e. Fosters an environment open to student ideas and inquiries						
f. Is regularly available to students						
g. Provides effective and timely feedback to students						
h. Effectively advises and mentors students						
i. Supports unique USNA expectations in and out of the classroom (e.g. military courtesies, attendance, etc.)						
Summary of Teaching Expectations						

Scholarship (Critical element)	OB	S	ME	NI	UN	NA/NO
a. Strives to remain current in field						
b. Works to develop a sustained record of scholarship						
c. Publishes in quality peer-reviewed venues						
d. Contributes to professional societies						
e. Facilitates midshipmen research involvement when appropriate						
Summary of Scholarship Expectations						

Service (Critical element)	OB	S	ME	NI	UN	NA/NO
a. Accepts administrative tasks						
b. Completes administrative tasks timely and effectively						
c. Supports USNA mission and human goals						
d. Contributes to departmental assessments of student learning activities						
e. Collegial and professional in interpersonal activities						
f. Engages and contributes to the Department's mission						
g. Engages in rank-appropriate service						
Summary of Service Expectations						

SECTION II. Remarks:

This space should not be left blank. Remarks should be as specific as possible, and should be used to provide a summary of the supervisor’s judgment about the extent and quality of an individual’s performance for each critical element. The Summary comments should address cooperation with colleagues and support of the USNA mission. The remarks also must be used to explain any behavior ranked as Needs Improvement or Unsatisfactory.

1. Teaching and classroom work.

2. Scholarship.

3. Service.

4. Summary.

Summary	Satisfactory	Unsatisfactory
Overall Summary Rating		

Critical Elements Reviewed at Start of Review Period	EMPLOYEE DATE	SUPERVISOR DATE
Mid-Year Performance Review	EMPLOYEE DATE	SUPERVISOR DATE
Annual Performance Approval	EMPLOYEE DATE	SUPERVISOR DATE
	DIVISION DIRECTOR REVIEW DATE	VICE ACADEMIC DEAN REVIEW DATE

5. Additional Comments.

Form Information:

The purpose of this evaluation is to assess the effectiveness of the faculty member in performing job responsibilities and to enhance the ability of the faculty member to advance the mission of the United States Naval Academy. This evaluation instrument is intended to generate discussion constituting both a formative and summative assessment of important performance objectives. Specific guidance regarding the performance expectations listed in this evaluation form is published annually in ACDEANNOTE 12451 (Faculty Performance Expectations: Practical Guidance) and ACDEANNOTE 12452 (Annual Performance Review Expectations).

The following scale will be used to evaluate the degree to which the faculty member meets each of the evaluation criteria. The “remarks” section should be used to provide a summary of the chair’s judgment about the extent and quality of an individual’s performance for each critical element, and also must be used to explain any behavior ranked as Needs Improvement or Unsatisfactory.

OB = One of the Best (Level 5) - Performance objectives have been exceeded in all areas. A rating in this category implies that the person’s performance during the rated period is of special note (For example, recognized for a Yard wide award, or for an outstanding/uncommon achievement(s) in teaching scholarship and/or service within or outside of USNA).

S = Strong (Level 4) - Performance objectives have been met and demonstrated with a very high level of skill and ability. A rating in this category implies that the person performed significantly above the norm. (For example, one’s teaching or service is demonstrably superior or beyond expectations, or one’s scholarly contributions or accomplishments are greater than average).

ME = Met Expectations (Level 3) - Performance objectives have been met satisfactorily and demonstrated with the expected level of skill and ability. A rating in this category implies that the person satisfied performance expectations by doing very good to excellent work.

NI = Needs Improvement (Level 2) - Performance objectives have been partially met, or marginally met relative to the expected level of skill and ability. A rating in this category implies that the faculty member should be attentive to opportunities for improvement in order for the performance to become fully satisfactory.

UN = Unsatisfactory (Level 1) - Performance objectives have not been met and/or performance indicates a deficit in skill and ability. A rating in this category leads to the development of a performance improvement plan, requiring human resource actions.

NA/NO = Not Applicable/Not Observed - Area of evaluation does not apply to the position, or was not observed during the rating period.