

Appendix A – Annual Review Rubric

| Category | 1 - Does Not Meet Expectations | 2 - Meets Expectations | 3 - Exceeds Expectations | 4 - Exemplary Performance |
|----------|--|--|--|--|
| Teaching | <p>Fails to meet minimum departmental expectations</p> <p>-Required documentation not included (teaching narrative, student evaluations, etc.)</p> <p>-Student evaluations average less than 3.5</p> | <p>Teaching narrative briefly describes teaching practices and curriculum contributions.</p> <p>-Provides and reflects on quantitative student evaluation data (typically in the range of 3.5–3.99).</p> <p>-Identifies selected qualitative student feedback, noting strengths and areas for improvement.</p> | <p>Teaching narrative provides context, illustrating evolution of teaching practice in response to feedback from student evaluations.</p> <p>-Engages in systematic analysis of student evaluations (both comments and quantitative scores, typically in the range of 4.0–4.49).</p> <p>-Articulates specific responses to student feedback.</p> | <p>Teaching narrative deeply integrates analysis of both quantitative scores (typically 4.5+) and qualitative themes from student evaluations</p> <p>-Demonstrates evidence of sustained reflection and serves as a model through reflective, data-informed teaching practice.</p> |

| Category | 1 - Does Not Meet Expectations | 2 - Meets Expectations | 3 - Exceeds Expectations | 4 - Exemplary Performance |
|--|---|---|---|--|
| Scholarship (Tenure Lines only) | - Fails to meet minimum departmental expectations | Narrative provides evidence of: - Yearly scholarly/creative processes - At least one peer-reviewed scholarly product per year (accepted/in-press, published) in rolling 3-year period | Narrative provides evidence of: - More than one yearly scholarly/creative processes - At least one peer-reviewed scholarly product per year (accepted/in-press, published) in rolling 3-year period | Narrative provides evidence of: - More than one yearly scholarly/creative processes - Multiple (4+) peer-reviewed scholarly products accepted/in press/published in rolling 3-year review period - Consistent record of high-quality, peer-reviewed publications - Leadership such as: first/sole author, publications with students, significant external grant activity, or awards for scholarship |

| Category | 1 - Does Not Meet Expectations | 2 - Meets Expectations | 3 - Exceeds Expectations | 4 - Exemplary Performance |
|----------------|---|--|---|--|
| Service | <ul style="list-style-type: none"> - Fails to meet minimum departmental expectations | <ul style="list-style-type: none"> - Participation in program, department, college, university, or professional level service - Fulfills assigned committee/service duties - Some professional or community service | <ul style="list-style-type: none"> - Evidence of service beyond minimum (e.g., organizing events, mentoring, significant community engagement) - Leadership appropriate for rank at several levels (program, department, college, university, professional) | <ul style="list-style-type: none"> - Evidence of service appropriate for rank at multiple levels (program, department, college, university, professional) - Leadership appropriate for rank at multiple levels |