

APPENDIX A

Performance Evaluation Plan Notebook and Rating Guidelines

Notebook Guidelines

Due Date: First Day of Winter Quarter.

Format: Three-ring Binder, 1-3 inches; Use tabs to separate sections; Label with your name on the spine of the notebook.

Contents:

- Table of Contents
- Tab 1-Goals
 - Signed Copy of Approved Goals (See Appendix B for form)
 - Completed Goals Evaluation Form with Summary of Progress toward each goal.
- Tab 2-Teaching
 - Evidence of Your Progress for Teaching Goals
 - Teaching Evaluations from Each Quarter
 - Other Evidence of Teaching Accomplishments Not Part of Your Goals
- Tab 3-Scholarship
 - Evidence of Your Progress for Scholarship Goals
 - Other Evidence of Scholarship Accomplishments Not Part of Your Goals
- Tab 4-Service
 - Evidence of Your Progress for Service Goals
 - Completed “New” Professional Organizations Table
 - Other Evidence of Service Accomplishments Not Part of Your Goals
- Tab 5-Vitae
 - Updated Curriculum Vitae

Committee Rating Guidelines

Not Met. No goal-related outcomes were met.	Partially Met. Some goal-related outcomes were met.	Met. All goal-related outcomes were met.	Exceed. All goal-related outcomes were met, with substantial evidence that the goal was exceeded.
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