

2016 ANNUAL EVALUATION

To: [Faculty Member's Name]

From: Doug Bailey

Date: [Date]

Attachment(s): UGA Elements annual activity report (electronic); HORT FAR report (electronic)

This constitutes your annual written evaluation required by Section 8.3.5.1 of the Board of Regents Policy Manual. Your assigned allocation of effort this year was [x%] research, [y%] teaching, [z%] extension, and [zz%] administration (or other _____). Note there is also a departmental expectation of service to society, the University and the profession that all faculty members must meet; and an expectation that faculty members are actively engaged in professional development.

Research – [EXCEEDS/MEETS/DOES NOT MEET] EXPECTATIONS

Criteria (for Assistant rank)	Exceeds Expectation	Meets Expectation	Does Not Meet Expectation
Contribute innovative knowledge in the field of horticulture (e.g. intellectual properties)			
Publish research in refereed horticulture/biological science-related scientific journals of national or international significance			
Obtain funding for independent or collaborative research			
Demonstrate effective leadership in developing a research program from initiation to completion of projects			
Collaborate effectively with other scientists for enhancing creative endeavors through documentation of cooperative publications and funding opportunities			
Receive regional and/or national			

recognition of research accomplishments in the area of expertise within the horticulture discipline (e.g. awards, invited presentations, manuscript review activities, recognitions within professional societies related to research)			
Effectively advise and mentor graduate students in their research (e.g. serve as major professor or on graduate committees or assist a student in their research activities)			
Evaluation Summary:			

Criteria (for Associate & Full rank)	Exceeds Expectation	Meets Expectation	Does Not Meet Expectation
Demonstrate continued contributions of innovative knowledge in the field of horticulture since last promotion			
Sustain a developed, research program by obtaining funding for research			
Publish research in refereed horticulture/biological science-related scientific journals of national or international significance			
Provide successful leadership in collaborative research efforts			
Receive recognition as a research leader at the national or international level in the candidate's area of expertise within the horticulture discipline (e.g., awards, invited presentations, manuscript review activities, recognitions within professional societies related to research, invitations to serve on funding review panels, service on editorial boards, evidence of high impact articles)			

Effectively advise and mentor graduate students in their research (e.g. serve as major professor or on graduate committees or assist a student in their research activities)			
Evaluation Summary:			

Teaching – [*EXCEEDS/MEETS/DOES NOT MEET*] EXPECTATIONS

Criteria (for all ranks)	Exceeds Expectation	Meets Expectation	Does Not Meet Expectation
Scholarship as evidenced by publishing peer-reviewed pedagogical or scientific articles			
Scholarship as evidenced by pedagogical or scientific presentations at professional meetings or publication of scholarly text(s) or attainment of funding for academic programs			
Engage students in the learning process (e.g. experiential learning, service learning)			
Demonstrate effective teaching by developing a teaching portfolio that contains: -A teaching philosophy statement prepared by the candidate -List of courses taught during the evaluation period, including course number, title, brief description, % credit if team-taught, credit hours, and enrollment -Teaching innovations such as major revisions of an existing course or development of a new course -Quantitative results of the standard College student evaluation form for each course and year taught -Written comments of students on evaluations -The syllabus for each course listing topics covered, texts, and grading			

<p>scheme.</p> <ul style="list-style-type: none"> -Examples of students' work, such as a term paper, lab report, or exam (name omitted) -Peer evaluation of courses taught -Course handouts, lab guide, web site, or other instructional material written by the instructor (as appendix) 			
Promote student professional development (e.g. offer undergraduate research opportunities, contribute to extracurricular student enrichment activities such as clubs)			
Participate in the recruitment and retention of horticulture students			
Effectively advise and mentor horticulture undergraduate and/or graduate students in course work and meeting degree requirements			
Evaluation Summary:			

Extension - [*EXCEEDS/MEETS/DOES NOT MEET*] EXPECTATIONS

Criteria (for Assistant rank)	Exceeds Expectation	Meets Expectation	Does Not Meet Expectation
Demonstrate leadership and technical ability in developing innovative horticulture extension programs that are based on industry and societal clientele needs related to horticulture			
Establish specific educational expertise within the department relative to the candidate's horticulture expertise			
Develop extension publications that address emerging needs of Georgia's horticulture clientele (e.g. Extension			

bulletins, circulars, fact-sheets, applied research journals, newsletters, trade journal articles, exhibits/posters, CDs, computer programs, interactive learning modules, multi-media educational programs, electronic products [e-books, web sites, blogs])			
Develop and coordinate programming within the area of the candidate's area of expertise (e.g. in-service training, seminars, workshops, webinars, county/regional meetings, field days, clientele consultations, advisory meetings, radio/television interviews			
Establish applied clientele-related research programs in horticulture that contribute to relevant segments of Georgia's horticulture clientele and publish this research in refereed horticulture/biological science-related journals) -NA for Public Service Track evaluations			
Receive state and regional recognition of emerging stature in extension programming and research application in the candidate's area of the horticulture discipline (e.g. awards from county faculty, industry, professional societies, etc.; invited presentations, manuscript review activities, recognitions within professional societies related to outreach)			
Obtain funding for independent or collaborative extension activities			
Evaluation Summary:			

Criteria (for Associate & Full rank)	Exceeds Expectation	Meets Expectation	Does Not Meet Expectation
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Demonstrate leadership and technical ability in developing innovative horticulture extension programs that are based on industry and societal clientele needs related to horticulture			
Establish specific educational expertise within the department relative to the candidate's horticulture expertise			
Develop extension publications that address emerging needs of Georgia's horticulture clientele (e.g. Extension bulletins, circulars, fact-sheets, applied research journals, newsletters, trade journal articles, exhibits/posters, CDs, computer programs, interactive learning modules, multi-media educational programs, electronic products [e-books, web sites, blogs])			
Develop and coordinate programming within the area of the candidate's area of expertise (e.g. in-service training, seminars, workshops, webinars, county/regional meetings, field days, clientele consultations, advisory meetings, radio/television interviews)			
Establish applied clientele-related research programs in horticulture that contribute to relevant segments of Georgia's horticulture clientele and publish this research in refereed horticulture/biological science-related journals) -NA for Public Service Track evaluations			
Obtain funding for independent or collaborative extension activities			
Demonstrate outreach programs have achieved national and/or			

international recognition and will be maintained at this stature (e.g. awards, invited presentations, invitations to provide relevant programs in other states and regions, recognitions within professional societies related to outreach, invitations to serve on funding review panels, service on editorial boards, evidence of high impact articles)			
Evaluation Summary:			

Administration or Other – [EXCEEDS/MEETS/DOES NOT MEET] EXPECTATIONS

Service to society, the University and the profession; professional development

Criteria	Exceeds Expectation	Meets Expectation	Does Not Meet Expectation
Committee or similar work (including faculty governance bodies) assignments at Department, College, and/or University level			
Committee or similar work assignments in professional societies (e.g. election to offices, committee activities, editorial work, peer review)			
Professional Development (e.g. professional/pedagogical conference, workshop, seminar attendance; procedural workshops; study leaves, professional tours, external program visitations)			
Evaluation Summary:			

OVERALL EVALUATION – [EXCEEDS/MEETS/DOES NOT MEET] EXPECTATIONS

[This section should provide an overall assessment of performance in relation to the individual's assigned allocation of effort. If at least 50% of the faculty member's assigned time receives a rating of "Does Not Meet Expectations," then the overall evaluation should be "Does Not Meet Expectations."]

The overall evaluation should also indicate whether the faculty member is making satisfactory progress toward the next level of review appropriate to their rank, i.e., promotion, tenure or post-tenure review as appropriate. A statement should be included to indicate that satisfactory progress in any one year does not guarantee that the faculty member will be successful in promotion and/or tenure, or will have a successful post-tenure review.]

You may respond to this report in writing. That response must be submitted within 10 days of the date on this evaluation. Although it is not required for the annual evaluation, you may be asked to sign the evaluation; your signature on this memo only acknowledges its receipt and does not imply agreement.

Doug Bailey, Head Department of Horticulture
Name and Title of Evaluator

Signature of Evaluator

Signature of Faculty Member being evaluated