**Messiah University**

**Professional Development and Performance Report**

**for Ranked Faculty: Lecturer and Senior Lecturer**

**[Due Date: May 31, 2021]**

**The Professional Development and Performance report is one component of the Annual Review process for faculty members. The goals of the Annual Review are t**o provide deans a vehicle by which to provide annual feedback to ranked faculty members regarding their work performance and to provide each ranked faculty member and his/her respective department chair with annual information regarding the dean’s assessment of the faculty member’s work performance. Annual Reviews take place near the end of each contract year, and the Review process begins with faculty submission of this Report. More information about the Annual Review process is available in the [COE Handbook Section 6](https://www.messiah.edu/download/downloads/id/5271/COE_Handbook_Section_6_20180205.pdf).

**The faculty member should submit this completed form to his or her chair by May 31.** (Faculty members teaching a May-term cross-cultural course shall have a June 30 deadline). **Chairs will provide input and submit forms for their department to their School Dean by June 30. Deans will complete the forms with their input and return them to the faculty member by July 31.**

# ****Faculty Name & Rank****

|  |  |
| --- | --- |
| **Faculty Name:** |  |

|  |  |  |
| --- | --- | --- |
| **Current Rank:** | [ ]  Lecturer | [ ]  Senior Lecturer |

**Annual Record of Professional Activities: June 1, 2020 – May 31, 2021**

# ****Faculty Load Information****

|  |  |  |
| --- | --- | --- |
| **Fall Semester** | **Spring Semester** | **Summer Session** |
| ***Courses Taught*** | **Non-instructional loaded assignments** | ***Courses Taught*** | **Non-instructional loaded assignments** | ***Courses Taught*** |
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# ****Teaching****

For reference, the six Teaching Criteria of the Teaching Evaluation Rubric are given below. For more information, reference the [COE Handbook Section 6](https://www.messiah.edu/download/downloads/id/5271/COE_Handbook_Section_6_20180205.pdf).

|  |  |
| --- | --- |
| Content Knowledge | Demonstrates sufficient currency, depth, and breadth of knowledge of the subject matter that one is teaching, and communicates content clearly |
| Faith and Learning | Provides support for students to identify relationships between faith and learning in the discipline and/or vocation |
| Inclusive Excellence | Includes full range of relevant content and/or employs strategies to support learning for a broad range of learners |
| Organizational Supports | Develops structures and activities for courses and for individual class sessions that reflect a coherent and meaningful connection to the student learning objectives for the course |
| Student Engagement | Creates an academic context that encourages students to be meaningfully involved in their learning |
| Student Learning | Uses appropriate tools to measure student learning in one’s courses |

## Courses created this year:

## Courses *significantly revised this year:*

## *Grants received related to teaching*:

## *Conferences, workshops, Teaching & Learning sessions or other activities related to teaching*:

# ****Institutional Service****

**Lecturers and Senior Lecturers are typically expected to serve as academic advisors and in some cases serve the University in other institutional service categories as determined by their Chair and Dean.**

**Institutional service includes various forms of student engagement, including academic advising; administrative work, committee work, and other non-teaching activities that promote the effective functioning of the University; and community, national, and international service that advances the mission of the University, as long as that service has a clear connection to the faculty member’s role at the University. For the purposes of evaluating faculty members, various forms of institutional service shall be assigned to one of five categories, referenced below. Place your mouse over italicized text for a brief description.** For more information, reference the [COE Handbook Section 6](https://www.messiah.edu/download/downloads/id/5271/COE_Handbook_Section_6_20180205.pdf).

**Complete the following as it applies to your assigned Lecturer role, leaving other categories blank.**

## *Academic Advising*

|  |  |
| --- | --- |
| Number of Advisees |  |

Assessment of advising effectiveness: (place mouse over italicized text above for brief aspects of advising to assess. Or see [page 2 of the Advising Handbook](http://www.messiah.edu/download/downloads/id/2380/2016_Advising_Handbook_I_Advising_Philosophy_and_Foundations.pdf).)

## *Student Engagement*:

|  |
| --- |
| * 1. Organization(s) for which you served as advisor
 |
| * 1. Student research projects (Honors or others), directed or independent studies
 |
| * 1. Chapel session(s) or classes for which you served as speaker or coordinator
 |
| * 1. *Departmental or University activities*, outside of normal working hours, you attended or coordinated
 |
| * 1. Other activities
 |

## *Institutional Effectiveness*

|  |
| --- |
| 1. *School or Department Committee/Task Force Service*
 |
| 1. Contributions to departmental review, accreditation reports or program assessment
 |
| 1. Faculty mentoring
 |
| 1. Other activities
 |

## *University Governance*

|  |
| --- |
| 1. Assigned administrative roles
 |
| 1. *University-Level Committee/Task Force Service*
 |
| 1. Other activities
 |

## *University Sustainability*

|  |
| --- |
| 1. University/department recruitment or retention events you attended or coordinated
 |
| 1. Engaging Alumni (maintaining a social media site, editing dept. newsletter, etc.)
 |
| 1. Service Day activities in which you participated or that you coordinated
 |
| 1. Speaking engagements, performances/exhibitions in the local or broader community that connect to your University role
 |
| 1. Community Events (i.e. health fairs, etc.) you attended or coordinated that connect to your University role
 |
| 1. Consultant or advising service(s) you provided to church, community, or government agencies that connect to your University role
 |
| 1. Other activities
 |

## *Grants received related to institutional service*

## *Conferences, Workshops and Other Activities Related to Institutional Service*

# ****Scholarship** [Optional for Lecturers and Senior Lecturers]**

For reference, scholarly work at Messiah University is organized into two categories; scholarly product and scholarly activity.

Scholarly products at Messiah University will be considered to be of Level 1 (lesser) or Level 2 (greater) significance, depending on the competitive level of the venue of dissemination. A scholarly product is an endeavor that meets all of the following:

* Requires academic expertise and/or a national reputation
* Is conducted in scholarly manner with clear goals, preparation, and methodology
* Has significant impact in that it breaks new ground, demonstrates innovation with known principles, or enhances the work of others in the discipline
* is documented and disseminated to the scholarly community
* is judged significant by one’s peers (i.e. is peer-reviewed by disciplinary experts)

A scholarly activity is a scholarly-related endeavor that does not meet all of the criteria of a scholarly product.

## Professional presentations

Including conference presentations, invited addresses, performances, and exhibitions

## Publications

## External *Disciplinary consultant*

## External *Grants received*

## Messiah *University Internal Grants*

## Leadership positions held in external professional organizations

## Scholarly events you coordinated (on or off campus)

## Professional *Reviews*

## Internal consultation and/or data analysis

## *Self-publication*

## Graduate *Study*

## Other scholarly products or activities

# ****Self-Assessment of Performance****

**June 1, 2020 – May 31, 2021**

**List the goals from the previous year and briefly assess your progress in achieving those goals.** (If completing your first year as a ranked faculty member at Messiah University, please provide a general assessment of the year.)

## ***Teaching***

|  |  |
| --- | --- |
| **Goal from Previous Academic Year**  | **Assessment** |
|  |  |
|  |  |
|  |  |
|  |  |

## ***Institutional Service***

|  |  |
| --- | --- |
| **Goal from Previous Academic Year**  | **Assessment** |
|  |  |
|  |  |
|  |  |
|  |  |

## ***Scholarship* [Optional]**

|  |  |
| --- | --- |
| **Goal from Previous Academic Year**  | **Assessment** |
|  |  |
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|  |  |
|  |  |

# ****Professional Development Goals****

**June 1, 2021 – May 31, 2022**

In light of the self-assessment of your performance in the past year, indicate your professional development goals in the three major areas of faculty responsibility. These goals should be measurable over time, and informed by departmental, school and institutional planning and priorities. While goals will vary among faculty, 1-3 meaningful and measurable goals for each area is a typical range.

## ***Teaching***

## ***Institutional Service***

## ***Scholarship* [Optional]**

# Department Chair/Graduate Program Director Input

Comments on ***Teaching:***

Comments on ***Institutional Service*:**

Comments on ***Scholarship* (optional):**

|  |  |
| --- | --- |
| Department Chair/Graduate Program Director (name) |  |

|  |  |
| --- | --- |
| Date |  |

# School Dean Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| ***Teaching*** | [ ]  Satisfactory | [ ]  Verging on Unsatisfactory | [ ]  Unsatisfactory |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Institutional Service*** | [ ]  Satisfactory | [ ]  Verging on Unsatisfactory | [ ]  Unsatisfactory |

|  |  |  |
| --- | --- | --- |
| *Advising*:  | [ ]  No Concern | [ ]  Some Concern |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Collegiality*:  | [ ]  No Concern | [ ]  Some Concern |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Scholarship* (optional)** | [ ]  Satisfactory | [ ]  Verging on Unsatisfactory | [ ]  Unsatisfactory |

Summary comments:

|  |  |
| --- | --- |
| Dean (name) |  |

|  |  |
| --- | --- |
| Date |  |

**The School Dean will forward the completed document to the Office of Faculty Development (with a copy to the Department Chair and the Ranked Faculty Member) at which time the professional development funds will be made available.**