

YORK COLLEGE of The City University of New York

MEMORANDUM OF EVALUATION AND DISCUSSION (TEACHING FACULTY)

Semester Review\_\_\_\_

Annual Review\_\_\_\_

Staff  
Member\_\_\_\_\_

Date of  
Discussion\_\_\_\_\_

Rank\_\_\_\_\_

Department\_\_\_\_\_

Discipline\_\_\_\_\_

School\_\_\_\_\_

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*The following categories should be addressed where applicable of evidence listed in the Memorandum of Evaluation.*

**I. TEACHING** (*The area of teaching **must** include the following*):

A. **Classroom Observations:** Summary of strengths, weaknesses, satisfactory, unsatisfactory and dates of observations.

B. **Summary of Student Evaluations:** Strengths, weaknesses, other sources of information.

C. **Grading Practices:** Course, section, semester and percentage of the grade in the overall distribution.

**II. RESEARCH SCHOLARLY WRITING and/or CREATIVE WORKS**

*(Activities should be from the academic year in review)*

A. **Publications:** List all publications chronologically, starting with the most recent. Indicate, as of the date of the submission of this form, whether the publication is currently in print, in press, accepted for publication without revision, or accepted for publication with revision. Use a bibliographic format. Indicate which, if any, pieces are co-authored. Include the names of co-authors and clarification of your role in generating the work.

i.) Peer Reviewed Articles

ii.) No-Peer Reviewed Articles

iii.) Book

iv.) Book Chapters

v.) Book Reviews. Abstracts & Other Publications

vi.) Edited Works

vii.) Work in Progress (*Please include expected completion dates*)

**B. Professional Presentations:** List all presentations Chronologically in the appropriate category below, starting with the most recent. Please identify the nature and dates of the conference, whether the presentation was a session devoted to the candidate's work exclusively, part of a panel presentation or a poster session, etc. Indicate which, if any, of the candidate's presentations were written and/or presented with colleagues, the names of any such colleagues and clarification of the candidate's role in generating work.

i.) Peer Reviewed Presentations

ii.) Invited Presentations

iii.) No-Peer Reviewed Presentations

**C. Creative Works, Exhibitions, Shows and Performance in Individual's Discipline:** Significant performance of show credit or creative works.

**D. Grants:** Provide a chronologic list of activities starting with the most recent. With co-authored grants, provide the name of the collaborators, your role in the writing of the grant, your role in the activities of the grant should it be (or should it have been) awarded.

i.) Grants Submitted (*include Date Submitted, Agency, Title, Amount Requested, Status*)

ii.) Grants Received (*Include Date Awarded, Date Concluded (if applicable), Agency, Title, Amount Awarded*)

**E. Professional Activities in Field of Specialty:** Briefly describe any new academic degrees and post-doctoral certificates completed and when, and any relevant professional activities completed as required for maintenance of national or state professional certification and/or licensure, such as continuing education activities and/or preparing for professional re-examinations; receipt and date of recertification/licensure.

**III. SERVICE RESPONSIBILITIES**

**A. Committees:**

- i.) Departmental
- ii.) School
- iii.) Campus-wide
- iv.) University-wide

**B. Administrative:** (This includes, but is not limited to, Deputy Chair, Coordinators, Program Directors, and Accreditations)

**C. Course and Curriculum Development:**

**D. Student Guidance:** (*This includes, but is not limited to Advisement for student clubs/organizations, Curriculum Development, Undergraduate Research, etc.*)

**E. Public Activities in Field of Specialty:** (*Pertinent and significant community and public service.*)

**IV. ADDITIONAL NARRATIVE WHERE REQUIRED TO COMPLETE THE INDIVIDUAL PROFILE (particular problems, special assets, etc.)**

The narrative should be an overview and assessment of the candidate's progress in the three areas that are required in the Memorandum of Evaluation. The narrative should point out the candidate's strengths and areas of improvement and/or possible recommendations for the up-and-coming year (e.g. grading practices, advisement, professional plan, etc.).

**V. THE OVERALL EVALUATION OF THIS FACULTY MEMBER AS A MEMBER OF THE CANDIDATE'S DISCIPLINE IN TERMS OF ITS PROFESSIONAL STANDARDS IS**

Unsatisfactory \_\_\_\_\_

Satisfactory with Concerns \_\_\_\_\_

Satisfactory \_\_\_\_\_

Signed \_\_\_\_\_  
Department Chair

I have read the above report. My initials do not necessarily signify agreement. I understand that I may submit a rebuttal. \_

Initialed by staff member \_\_\_\_\_ Date \_\_\_\_\_