**Annual Review Forms for Faculty**

**Part B (Completed by Faculty Member’s Supervisor)**

*Part B of the annual review form for faculty (supervisor evaluation) is to be completed by each faculty member’s supervisor and, once finalized, the supervisor will convert the evaluation into a pdf and upload the pdf to the annual review portal in PeopleAdmin. The UNE Faculty Handbook states that every member of the faculty will be reviewed annually as part of the Annual Review, Reappointment, Promotion, and Tenure process. All reporting of teaching, scholarship and service will align with departmental criteria established for reappointment, promotion, and tenure.* *The UNE Faculty Handbook states that every member of the faculty will be reviewed annually as part of the Annual Review, Reappointment, Promotion, and Tenure process. All reporting of teaching, scholarship and service will align with departmental criteria established for reappointment, promotion, and tenure.*

1. For teaching, scholarship, and service, separately, indicate:

* 1. your assessment of the faculty member's performance by explaining whether the faculty member does not meet, meets, or exceeds expectations set for the year under review. Discuss relevant circumstances that may explain any deviation from expected level of performance. Justify your rating using the evidence provided by the faculty member or other evidence that may be relevant.
  2. your assessment of the faculty member’s teaching, scholarship, and service-related goals for the upcoming year of review and beyond.

1. Considering the faculty member's performance in each area and other factors discussed, indicate and justify your single overall assessment (does not meet, meets, or exceeds).
2. For all faculty members eligible for promotion or tenure, comment about progress toward achieving the levels of performance that justify a recommendation for promotion to a more senior rank or award of tenure. Comments must address each area of professional responsibility.

Date of Faculty Member’s next Multilevel Review: