



FACULTY ANNUAL EVALUATION INSTRUCTIONS (Updated for Academic Year 2025-2026)

Faculty Member Instructions

- **Use TMS for evaluations:** All annual faculty evaluations are completed electronically through TMS. Once you submit your part, it automatically moves to the next review level.
- **Your CV is key:** Your CV replaces the information previously collected on the annual evaluation form.
 - You can use CV templates from the [Academic Affairs website](#), but it's not required.
 - **Highlight important information:** Clearly highlight (using yellow) all information in your CV that is specifically relevant for the evaluation period (e.g., calendar year, review cycle). (You will have the opportunity to write narrative specific to relevant material in your CV)

Overview Pages of TMS Faculty Evaluation

The screenshot displays the '2025 Annual Faculty Evaluation - Version 2' interface. On the left is a sidebar with a vertical list of steps: Overview (selected), Faculty Self-Rating, Faculty Overall Self..., Faculty Goals Planning, Summary, Faculty Overall Rating..., Faculty Review of Ch..., Faculty Overall Rating..., and Faculty Acknowledge... Each step has a circular icon, with the first four having checkmarks. The main content area shows the user's profile for Laura Ahola-Young, Vice Provost for Faculty Affairs, with the evaluation period 1/1/2025 - 12/31/2025. A circular progress indicator shows 0%. A message states: 'If your title is incorrect, send an email to loritapanila@isu.edu with the correct title.' Below this is a 'Review Step Progression' section with a list of steps, each with a checkmark icon: Faculty Self-Review (Due: 9/29/2025), Department Chair/Program Manager Rating, Faculty Member Review of Chair Ratings, Department Chair Sign off, Dean Level Rating, Faculty Comments On Dean Rating and Acknowledgement, and Dean Final Signoff.

2025 Annual Faculty Evaluation - Version 2 Options ▾

Laura Ahola-Young
Vice Provost for Faculty Affairs
1/1/2025 - 12/31/2025

0%

If your title is incorrect, send an email to loritapanila@isu.edu with the correct title.

Overview

Review Step Progression

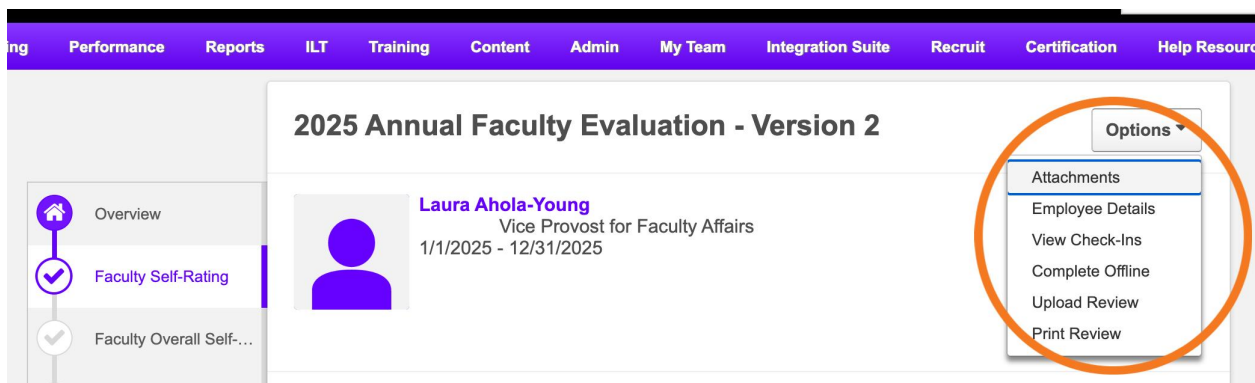
- ✓ Faculty Self-Review Due : 9/29/2025 ✓
- ✓ Department Chair/Program Manager Rating ✓
- ✓ Faculty Member Review of Chair Ratings ✓
- ✓ Department Chair Sign off ✓
- ✓ Dean Level Rating ✓
- ✓ Faculty Comments On Dean Rating and Acknowledgement ✓
- ✓ Dean Final Signoff ✓

- **Word limits for narratives and goals:** All narrative and goal sections must be less than 500 words.
 - If your CV doesn't fully demonstrate accomplishments in a particular area, include that information in the narrative section or as additional attachments.
 - Talk to your department/unit for specific expectations regarding teaching effectiveness.
 - **Goal Section:** Talk to your Chair/Director about expectations for goals. Some departments require these, some do not.

The screenshot shows a web application titled "Faculty Goals Planning". On the left is a vertical sidebar with a series of icons and labels: "Overview", "Faculty Self-Rating", "Faculty Overall Self...", "Faculty Goals Planning" (highlighted with a purple bar), "Summary", "Faculty Overall Rating...", "Faculty Review of Ch...", "Faculty Overall Rating...", and "Faculty Acknowledge...". The main content area has a header "Faculty Goals Planning" and a sub-header "PROFESSIONAL GOALS- if required by unit". Below this, it states "Narrative sections are limited to a 500 word count or less." There are two large text input areas, each with a "Comments:" label and a rich text editor toolbar. The first section is titled "Evaluation of goals for the review period (refer to the evaluation for the previous calendar year):". The second section is titled "Faculty member's professional goals for the upcoming year (be specific)".

- **Supplemental teaching materials:** ISU recognizes that using student evaluations as the only source of information for teaching effectiveness is an incomplete measure. Faculty are now encouraged to submit additional material to demonstrate their teaching effectiveness. These materials may be produced over time and vary by discipline, but we encourage you to consider alternative materials for the current and future review cycles.
You are encouraged to attach supplemental materials for teaching reviews, such as:
 - Peer reports or reviews of teaching
 - Evidence of engagement in teaching development or pedagogical innovation
 - Guided self-evaluations
 - Student performance on professional exams
 - Quality Matters Training
 - Student course evaluation data (including exceptional pedagogical engagement and appropriate feedback)

- **Required Files and Attachments:** TMS allows only three attachments, each **limited to 1 megabyte (1MB)**. You may upload zipped or compressed files, if needed
 - **Primary Document:** Combine your CV (saved as a PDF), summary of teaching for the evaluation period (your unit admin can generate an ARGOS report for you), and supplemental teaching materials into a single PDF document. Upload this combined document to TMS as **one attachment**.
 - **Options for uploading additional files:** If you need to attach more than 3 documents, or documents larger than 1MB, utilize one of the following options.
 - Zip or compress the files before uploading.
 - Put the files into a BOX folder and add a BOX link in the TMS text field for BOX. Make sure that you give view access to your Chair and Dean, and that the link does not expire. Save those materials for an eventual Tenure and/or Promotion application.
 - **How to post/view attachments in TMS:** Click the "Options" button (top right), then select "Attachments."



- **Changing attachments:** If you need to change an attachment, delete the existing one by clicking the light gray "X" at the top left of the document in the "Options" button, then upload the corrected document.

Department Chair/Program Director Instructions

- **Provide overall rating and comments:** In TMS, provide an overall rating with appropriate comments and answer applicable questions.
- **Enter comments and rating:** Click "Get Started," enter your comments in the fields (500 words or less), and provide the faculty member's rating before submitting.
- **Faculty comments and signature:** After the faculty member adds their comments, the evaluation will return for your signature.
- **Reopen step for changes:** If the faculty member needs to change attachments, you can return the evaluation by clicking "Reopen Step."
- **Explanation for ratings:** If the rating is "Above Expectations" or "Exceptional," provide an explanation (500 word limit). If the rating is "below meets expectations," you must meet with the faculty member to discuss concerns before submitting.

- **Final steps:** Provide the faculty member's rating and your recommendation (reappointment, non-reappointment, or terminal appointment), then proceed to the Department Chair Sign-off page, type your name, and submit.

Dean Instructions

- **Enter comments and rating:** Click "Get Started," enter appropriate comments (500 word limit), and provide the faculty member's rating before submitting.
- **Reopen step for changes:** If the chair/program director needs to change their section, you can return the evaluation by clicking "Reopen."
- **Sign-off:** Sign to confirm you've read the chair's evaluation and the faculty member's response (if submitted).
- **Final steps:** Provide the faculty member's rating, then proceed to the electronic signature page, type your name, and submit.

Faculty Review of Chair's Evaluation

- **Review and respond:** This section is for you to review the Chair's/Director's evaluation and rating. You can respond in the provided box (500 word limit).
- **Submission deadline:** Your response must be submitted within seven calendar days of notification.
- **No response:** If you don't plan to respond, you can click "Submit" now.

Department Chair Sign-Off

- **Acknowledgement:** Your signature confirms you've reviewed and considered the faculty member's comments regarding your evaluation.

Faculty Overall Rating by Dean

- **Provide rating and comments:** Provide a rating with appropriate comments in TMS (500 word limit).
- **Explain rating differences:** If your rating differs from the chair's/program director's, provide an explanation (500 word limit).
- **Sign-off:** Sign to confirm you've read both the chair's evaluation and the faculty member's response (if submitted).

Faculty Acknowledgement and Sign-Off

- **Review and respond:** Review your final Annual Faculty Evaluation and provide a response to the Dean's evaluation if you wish (500 word limit).
- **Submission deadline:** If you plan to respond, you must do so within five working days.
- **Sign and submit:** When finished, type your name in the signature box and click "Submit." If you don't plan to respond, type your name and click "Submit" now.

Dean Level Sign-Off

- **Acknowledgement:** Your signature confirms you've reviewed and considered the faculty member's comments regarding your evaluation.