**Drake University - College of Arts and Sciences**

**Professional Activities Evaluation (PAE)**

**Calendar year 2023**

The **PAE** is completed by **department chairs**. Tenured faculty (including department chairs) submit the PAR once every three years (those whose **last names** start with A-H submit the PAR in January 2025, I-P in January 2026, and **Q-Z** **in January 2024**). In non-PAR years, tenured faculty use the Professional Activities Highlights and Evaluation (PAHE) form, summarizing the most important accomplishments of the year.

Name: Rank:

Department: Date:

**Instructions to Department Chairs:**

1)Review the faculty member’s Professional Activities Record.

2) Write a short paragraph of evaluation for each category on page 2 of this form. If more space is needed, please attach additional pages to the document. The evaluation in each category should use appropriate adjectives to place the performance at a point on a spectrum ranging from unsatisfactory to outstanding. In each category, indicate the sources of information used in determining the evaluation.

3) On lines 1 – 4 below, place the faculty member’s performance at a point on a spectrum ranging from unsatisfactory to outstanding. Follow with a key excerpt from the summary evaluation on page 2. The summary evaluation should take into account the evaluations by category, but the categories should not be given equal weight.

4) Discuss this evaluation with the faculty member and request his or her signature. If the faculty member wishes to take exception to the evaluation, he or she may state that exception in a separate memorandum to be attached to this form. Attach this form to the Professional Activities Record, and submit signed PAE and PAR to the Dean by February 15 for tenure-track and tenured faculty with the exception of second-year faculty.

1. TEACHING:

2. SCHOLARSHIP/CREATIVE ACTIVITY:

3. SERVICE TO THE DEPARTMENT, COLLEGE, UNIVERSITY, PROFESSION, AND COMMUNITY:

4. OTHER NOTABLE ACTIVITIES:

**SUMMARY EVALUATION EXCERPTS**:

Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Statement from faculty member attached? Yes No

Dean's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean’s summary evaluation attached? Yes No

**Faculty Member’s Name:**

1. TEACHING:

2. SCHOLARSHIP/CREATIVE ACTIVITY:

3. SERVICE TO THE DEPARTMENT, COLLEGE, UNIVERSITY, PROFESSION, AND COMMUNITY**:**

4. OTHER NOTABLE ACTIVITIES:

**SUMMARY EVALUATION:**