**PD&E Sample Evaluation Letter**

DATE: November 1, 20\_\_ *[Use this date for Probationary Faculty.]*

 January 15, 20­­­­\_\_\_ *[Use this date for 1st year Probationary Faculty.]*

 April 1, 20\_\_ *[Use this date for Tenured Faculty and Temporary Faculty.]*

SUBJECT: Year Evaluation and Performance Review of *[name]*

*[Use this subject for Probationary Faculty.]*

 Five-year Evaluation and Performance Review of *[name]*

*[Use this subject for Tenured Faculty.]*

 Temporary Faculty Evaluation and Performance Review of *[name]*

*[Use this subject for Temporary Faculty.]*

TO: Dean, College of Fine Arts

FROM: Music Department Professional Development and Evaluation Committee

The Professional Development and Evaluation Committee of the Department of Music, in accordance with the Collective Bargaining Agreement, has had an opportunity to observe and evaluate . Classroom teaching [private lesson/ensembles] have been observed, evaluated, and discussed with the instructor. Classroom teaching *[AND/OR]* private lessons *[AND/OR]* performing ensembles have been observed, evaluated, and discussed with the instructor. A report, based upon the above, follows along with the evaluation of this committee.

TEACHING EFFECTIVENESS

Syllabi, course materials, student advisement duties, peer evaluations, and student evaluations were evaluated.

*[NAME]* serves as at IUP and teaches courses in . Each semester she/he advises . Syllabi were submitted for the following courses , and are . Additional materials include .

Peer evaluations show *. [Quote comments.]*

Student evaluations indicate *[quote %s from table – sample is given below]* . Raw data indicate*...[Quote comments.]*

Fall 2010 - Overall Instructor Rating

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course # Course Name | APMU 101Private Lessons | MUHI 101Intro. to Music | MUSC 151Class Voice | Summary |
| # of Students | 18 | 21 | 16 | 55 |
| Superior  | 50% | 60% | 44% | 52% |
| Above Average | 32% | 30% | 56% | 38% |
| Average | 18% | 10% | 0% | 10% |
| Below Average | 0% | 0% | 0% | 0% |
| Poor | 0% | 0% | 0% | 0% |

SCHOLARLY GROWTH (Scholarly growth in the music field encompasses productivity in performance, music composition, conference presentations, music recording, music clinics/demonstrations, grants, and research/writing.)

*[Discuss items in the above order]*

SERVICE

(For the performing artist, offerings in the area of Service often parallel those found in Scholarly Growth.) has given service to the department, college, university, and community.

*[Discuss items in the above order]*

SUMMARY

After a thorough review of materials, the Music Department Professional Development and Evaluation Committee finds her/his performance in the areas of teaching effectiveness, scholarly growth, and service. *[Discuss other comments or recommendations here.]* The PD&E Committee, therefore, recommends *[OR does not recommend]* continuance as a member of the music faculty. *[Omit the final sentence for 5th –year tenure candidates.]*

I acknowledge that I have had an opportunity to read this report.

NAME

**Maximum Length = 3 pages, 12-10 font size.**