

Faculty name: Etta Cook Rank: Professor

Administrative title (if approp.) _____ Department: Culinary Arts

Teaching: A normal fulltime teaching load is 12 credits/semester. What is your assigned teaching load for the next academic year (e.g. how many credits of teaching/term): 9-9 credits.

Describe major initiatives related to teaching and advising which may include plans for professional development. (Use as much space as is necessary)	How will you self-assess? What evidence will you use to reflect on your accomplishments? (Complete during planning process) At year end, return to this section and comment on success or progress toward goal
Faculty Work plan:	Faculty Self-Assessment:
Teach Introduction to Gastronomy 101 both terms (<i>as done for the last 28 years</i>).	Projected evidence: Grades turned in. Year end faculty self-assessment: Done.
Teach Culinary Fundamentals 102 in the fall.	Projected evidence: Grades turned in; no digits lost. Year end faculty self-assessment: Done.
Teach Food Chemistry 303 both terms	Projected evidence: Grades turned in. Year end faculty self-assessment: Done.
Teach Modern Banquet Cookery 101 (or Beyond the Rubber Chicken) in the spring.	Projected evidence: Grades turned in. Year end faculty self-assessment: Done.
Faculty member reflection: (this is a place where you can discuss things that you accomplished that were not on your original work plan)	
<p>Chair comments: (Chair may provide comments here during initial meeting. At year end, Chair should provide summative evaluation of faculty in terms of work plan as well as overall teaching assessment).</p> <p>Please redo this section. As we discussed last year, what do you plan to change, add, etc. to your classes? What are you doing to keep up with the state-of-the-field?</p> <p>End of year comments: I see that you did not reflect on or assess your classes. What new techniques did you try? What information did you bring back from the conferences? How did they fit into your teaching?</p>	

Scholarly/creative activity: Please describe any “credit re-allocation” you have to devote to scholarly activity if applicable? (i.e. a 3-4 teaching load means you have re-allocated 3 credits for additional scholarship. Your work plan should reflect this load shift):
I will attend three professional meetings that should keep me up to date with the state of the field.

Describe your plans in the area of scholarly/creative activity. (Use as much space as is necessary)	How will you self-assess? What evidence will you use to reflect on your accomplishments? (Complete during planning process) At year end, return to this section and comment on success or progress toward goal
Faculty Work plan:	Faculty Self-Assessment:
Attend the CIA (Culinary Institute of America) conference in New York in October.	Projected evidence: Receipts from conference attendance. Year end faculty self-assessment: Done.
Attend the 2013 Culinary Arts Career Conference in Austin, Tx in February.	Projected evidence: Receipts from the conference attendance. Year end faculty self-assessment: Done.
	Projected evidence: Year end faculty self-assessment:
	Projected evidence: Year end faculty self-assessment:
Faculty member reflection: (this is a place where you can discuss things that you accomplished that were not on your original work plan)	
<p>Chair comments: (Chair may provide comments here during initial meeting. At year end, Chair should provide summative evaluation of faculty regarding scholarly/creative activity) Preliminary comments: While the conferences look interesting, I do not see that you will be presenting at any of them. The Career Conference looks as if it will have great information that you can share with the students. Upon your return, I suggest that you plan a workshop for students to present the information.</p> <p>End of year comments: You have not reflected on what you gained from the conferences or explained how it has helped you as a scholar or as a teaching professor. All the conferences took you away from your classes during the semester.</p> <p>Unless the conference result in information that will improve your teaching or you present your scholarship at them, the institution can no longer pay for them.</p>	

Service: Please describe any “credit release time” you have devoted to service activity if applicable? _____

No credit release time. _____

Describe your plans for service and/or outreach activities. Describe how your goals support your dept. plan and/or the Univ. Strategic plan? (Use as much space as is necessary)	If applicable, how will you self-assess and what evidence might you use? (Complete during planning process) At year end, return to this section and reflect on your meaningful contributions.
Faculty Work plan:	Faculty Self-Assessment:
Attend department and full faculty meetings.	Projected evidence: Attend the meetings. Year end faculty self-assessment: Done.
Advise my advisees.	Projected evidence: Advised students. Year end faculty self-assessment: Done.
Attend commencement and convocation.	Projected evidence: Attended both. Year end faculty self-assessment: Done.
	Projected evidence: Year end faculty self-assessment:
Faculty member reflection: (this is a place where you can discuss things that you accomplished that were not on your original work plan)	
<p>Chair comments: (Chair may provide comments here during initial meeting. At year end, Chair should provide summative evaluation of faculty regarding service) Preliminary response: You have not provided any work beyond the absolute minimum of what is required of you. As we discussed during our meeting, I hope you will volunteer and undertake work for the department’s new P&T policy. You have a wealth of knowledge from your 28 years with the institution.</p> <p>End-of-year comments: We should talk more about what you can do to work on your level of service to aid the department, the university, and the students.</p>	

Faculty member electronic signature:

Date:

Chair's Year-End evaluation including salary increase recommendation (no increase, general increase, or Recognition increase): (chair should include overall assessment of faculty member's performance including the extent to which faculty meet basic performance expectations, an assessment of student course evaluations, classroom observations and other data as applicable).

Etta, as we discussed last year when I first became department chair, I see no reflection on your teaching or scholarship. Your service fulfills the minimum requirements of service that are required of all faculty members.

Here are the most basic duties of a faculty member:

Basic Expectations

1. Meet basic responsibilities in connection with their course, including but not limited to holding classes during the prescribed day and time, preparing appropriate learning activities and assessments, responding to students in a timely manner.
2. Meet all expectations under section D.
3. Attend Commencement, convocations, faculty day, and other faculty-related activities.
4. Attend and participate in meetings of the faculty and department.
5. Participate in department activities related to admissions and recruitment, including orientation sessions and open houses.
6. Be available and responsive to your students and colleagues.
7. Be available for department and committee work.
8. Establish and sustain practices for interacting with students in addition to instructional activities.

There is no need to write those basic requirements into your work plan; it is understood that all faculty members must fulfill those duties. But what your work plan should do is to explain how you plan to grow as a teaching faculty member, department and university faculty member, and scholar. As we discussed last spring, I do not see that reflected in this work plan.

Additionally, remember that we negotiated a 3-3 work load so that we can do more scholarship. After speaking with the dean, she has changed your teaching load to a 4-4. The students do not sense any passion in your teaching. They see that you are only on campus for office hours and class. You do not respond to their emails. Also, given the difficulties your students have had with your teaching techniques, which we discussed in F2F discussions as well as by email (please see emails dated: 10-10, 10-18, 11-21, 12-15, 12-16, 2-28, 3-1, and 3-6), I would like to come in to observe your teaching. We can then discuss ways that may help you adapt your teaching to meet the needs of your students.

Because you have not performed your duties at an acceptable level, I cannot recommend you for an increase in pay this year.

Chair's electronic signature:

Date:

Description of Work Plan and Evaluation Process

New faculty: should develop their work plan with their Chair in September of their first year at PSU.

All continuing faculty: In the spring of each year, all faculty will return to the work plan that they wrote the prior year and reflect and do a self-evaluation. At the same time you will complete a draft work plan for the following year. Faculty will then schedule a meeting with their chair sometime in April or May. A further description is below.

Year-end self-evaluation and Chair Review for current year

Return to your work plan you wrote for this current year and reflect on your goals for the year. Explain how you met your goals or how you made progress towards your goals. Provide a short self-reflection on your year. Feel free to discuss items that were not part of your original work plan, but became major elements of your work. After preparing your self-evaluation, send it to your Chair and set the date for your annual work plan review and goal setting meeting with your Chair. **The completed work plan for the current year with the Chair's evaluation and recommendation for salary increase is due to the Dean from the Chair by 31st.**

The Work Plan for next year

For each area – teaching, scholarly/creative activity, and service – provide a description of your major goals/initiatives for the next academic year and what you hope to accomplish. Provide a means for self-reflection/self-evaluation. How will you know if you were

successful in meeting your goals? What evidence of success will you use? Next year's work plan should be discussed and completed with your chair during the annual review meeting in April or May. This work plan does not get forwarded to the Dean, but is to be used as a guideline and tool during next year.

Final Chair evaluation: In April/May following review of the faculty member's work plan and a meeting with the faculty member, the Chair will prepare a final evaluation based on the work plan, the faculty member's self evaluation, student course evaluations, any classroom observations that may have taken place, and any additional pertinent information. The Chair will use this information to provide an assessment, make recommendations for future goals, and to make a final recommendation for salary increase.