

**FACULTY DATA FORM**  
**Five-Year Evaluation of Tenured Faculty**

This form should be filled out by the faculty member being evaluated. In addition, please include a notebook with any supporting documentation that might be helpful in this evaluation (e.g., course syllabi and other relevant instructional material; copies of published articles, books, or papers presented; and any other material that supports the sections below). Review the RTP Manual regarding Five-Year Reviews. Please word process all responses.

Date: \_\_\_\_\_

**PERSONAL DATA**

1. Name of faculty member \_\_\_\_\_ Signature \_\_\_\_\_
2. Pepperdine employment history
  - a. Date of first employment with Pepperdine. \_\_\_\_\_
  - b. When did you receive tenure? \_\_\_\_\_
  - c. What and when was your last promotion? \_\_\_\_\_  
Your last step increase? \_\_\_\_\_
  - d. Total years of teaching experience at Pepperdine. \_\_\_\_\_

**TEACHING**

3. List courses taught in the last five years.
4. Describe what you believe are your best course plans, your most creative course material, tests, etc. Describe what you have done in the last five years in your classes to improve your teaching effectiveness. Include any changes you have made in your teaching philosophy or pedagogical methods. Also incorporate any steps taken to improve your effectiveness.
5. Describe your contributions to curriculum planning and advising of students.
6. Evaluate your role in supervising students in teaching, research, dissertations, clinical work, or similar activities.
7. Describe how you prepare students to work with diverse populations (e.g., variations in race, culture, ethnicity, economic status, gender, sexual orientation, age, and religious/faith perspectives) in the community.
8. Describe how you assess student learning. In other words, how do you attempt to determine if the course objectives are being met for your students?

**SCHOLARLY AND PROFESSIONAL ACHIEVEMENT**

9. List and describe your scholarly and professional achievements in the past five years. Include published written work, unpublished manuscripts, papers read at meetings of learned societies, lectures to knowledgeable public groups, participation in colloquia or panel discussions at your own or other institutions, creative work (whether exhibited or performed outside or within the University), or appropriate clinical or consulting practice. For the sake of clarity, published

works must be listed distinctly and separately from unpublished works or other achievements (such as research in progress, lectures, presentations, etc).

8. Evaluate the work listed above. Which do you believe to be the most important contributions to your field and why?
9. Describe and evaluate your current research, professional, or course development activities.
10. Describe ways in which you have kept current in your field, for example, courses, seminars, meetings, and special study programs attended in the past five years. List journals read on a regular basis and significant books, monographs, or professional materials read in the past five years.

#### PROFESSIONAL SERVICE

11. List, describe, and date relevant membership, activities, and offices held in professional associations and societies. Evaluate your membership in these associations. What have you contributed to the association and your profession through your membership? How have your professional contributions improved your teaching and advising effectiveness?

#### COMMUNITY SERVICE

12. List and describe all community service activities, especially those associated with civic or service organizations, including offices held, since your last RTP evaluation.
13. Which of the activities listed in response to item 12 do you consider to be your most important contributions to your community and why?

#### DIVISION, SCHOOL, AND UNIVERSITY SERVICE

14. List the important university committees you have served on and divisional responsibilities you have fulfilled since your last evaluation by the Rank, Tenure, and Promotion Committee. Include work with the Faculty Association, divisional, school, and university committees, sponsorship of student organizations, and participation in convocation. Where do you think you have made your most valuable contributions and why?

#### SUPPORT FOR MISSION STATEMENT

15. Describe your consistent pattern of support for generally accepted Christian values and the Mission of Pepperdine University as these are described in the Mission Statement of 1999, and describe your active participation in a community of faith. If possible, discuss your integration of faith and learning in the classroom.

#### ADDITIONAL FACTORS

16. State other factors, if any, which you wish the Committee to consider.