### Finalist Evaluation Form

This is an example of an evaluation form prepared for use by department members to fill a faculty position with both significant research responsibilities and teaching responsibilities. The details of this example would be adapted to the needs of a specific faculty position.

Applicant Name: FIRST LAST

Date of campus interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Log Number: 19-000

Rank/Position Title: Assistant Professor in FIELD

Please indicate the basis of your evaluation (check all that apply):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| * CV * Scholarly papers * Letters of recommendation * Teaching demonstration * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Group meeting * Personal meeting * Lunch or dinner * Know professionally * Seen at conference | | | | | |
| **Essential Qualifications** | | **Very Strong** | **Strong** | **Fair** | **Weak** |
| PhD in X, Y, or related field | | N/A – addressed in previous step | | | |
| Record of high-quality scholarship | |  |  |  |  |
| Ability to obtain research funding | |  |  |  |  |
| Ability to teach undergraduate and graduate courses in area of specialization | | N/A – addressed in previous step(s) | | | |
| **Preferred Qualifications** | | **Very Strong** | **Strong** | **Fair** | **Weak** |
| Record of research funding | |  |  |  |  |
| Excellence in teaching SUBJECT at the university level | |  |  |  |  |

Please comment on the finalist’s potential to be an effective scholar at Georgia State University:

Please comment on the finalist’s potential to be an effective teacher and mentor of students at Georgia State University:

Please provide any other comments related to the criteria above.

Please return this evaluation form to PERSON by DATE. Thank you for your feedback.

Adapted from ADVANCE, University of Michigan <http://advance.umich.edu/good-practices.php>