



2018 Annual Faculty Evaluation Form

Review Period 1/1/2018 - 12/31/2018



REVIEWER

Caroline Huey (Manager), Jordan Kellman (Dean), Jaimie Hebert (External Reviewer)

Name 999323|Associate

Professor Position

Overview

Task Instructions

Self-Evaluation can assist you to: improve the educational experiences you provide for your students, identify the professional education you need to develop further your capacity to teach and research thoroughly and, prepare for your performance review with your department head. Self-evaluation can range from personal reflection to formal assessment. Based on a constructive self-evaluation of your abilities to teach, conduct research and scholarly activities, and participate in service activities. Refer to the Faculty Handbook Document XXI, The University of Louisiana at Lafayette Faculty Workload Policy for additional information regarding each workload track. A faculty member’s track will be determined in consultation with his/her department head and dean.

Teaching Activities

Directions

Teaching: The primary function of the University is education, as such a sound educational program is one in which students are guided, engaged, and inspired by faculty. Describe innovations that enhance rigor and quality of student learning, and explain unique class formats, e.g., a single course that has a lecture, lab, clinical component, and multiple faculty members. Course includes all courses such as lecture, labs, studios, clinical, internships, practicums, graduate thesis and doctoral synthesis and dissertations, etc. in which the faculty member is listed as the faculty of record (Note on the paper workload form these were sections A Teaching/Courses; B Individual Studies, Internships, and Practicums; and C Graduate Thesis, Doctoral Synthesis, Dissertation Chair). Include or summarize the appropriate part of the department’s evaluation rubric.

Rating Scale

Score	Rating	Description
NA	Not Evaluated	
1.0	Unsatisfactory Performance	Requires significant improvement in one or more areas
1.1	Unsatisfactory Performance	
1.2	Unsatisfactory Performance	
1.3	Unsatisfactory Performance	
1.4	Unsatisfactory Performance	
1.5	Unsatisfactory Performance	
1.6	Unsatisfactory Performance	
1.7	Unsatisfactory Performance	
1.8	Unsatisfactory Performance	
1.9	Unsatisfactory Performance	

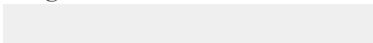
2.0	Needs Improvement	Requires improvement in one or more areas
2.1	Needs Improvement	
2.2	Needs Improvement	
2.3	Needs Improvement	
2.4	Needs Improvement	
2.5	Needs Improvement	
2.6	Needs Improvement	
2.7	Needs Improvement	
2.8	Needs Improvement	
2.9	Needs Improvement	
3.0	Meets Expectations	Quality, performance/productivity can be strengthened and sustained annually
3.1	Meets Expectations	
3.2	Meets Expectations	
3.3	Meets Expectations	
3.4	Meets Expectations	
3.5	Meets Expectations	
3.6	Meets Expectations	
3.7	Meets Expectations	
3.8	Meets Expectations	
3.9	Meets Expectations	
4.0	Exceeds Expectations	High quality, performance/productivity that can be sustained annually
4.1	Exceeds Expectations	
4.2	Exceeds Expectations	
4.3	Exceeds Expectations	
4.4	Exceeds Expectations	
4.5	Exceeds Expectations	
4.6	Exceeds Expectations	
4.7	Exceeds Expectations	
4.8	Exceeds Expectations	
4.9	Exceeds Expectations	
5.0	Exceptional	Distinction, extraordinary productivity/performance beyond annual expectations

Advanced French I FA'18 FREN 361 Sec. 001 Enrollment 18 Credit Hours 3 Lecture 3 Lab

Oral proficiency, reading, writing.

Start Date
8/20/2018

Due Date
12/7/2018

Progress
 0%

Weight
0%

Comments

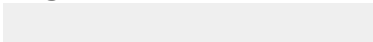
Name (Self):

For this course, I supplement the textbook content with activities and worksheets that I create myself, targeting student weaknesses and responding to student requests for more practice with particular grammar points. Students give positive feedback to this approach and feel like they get plenty of practice with the salient grammatical concepts.

Dissertation FA'18 FREN 699 Sec. 005 Enrollment 0 Credit Hours 3 Lecture 3 Lab

Start Date
8/20/2018

Due Date
12/7/2018

Progress
 0%

Weight
0%

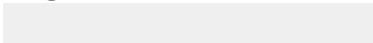
Comments

Name (Self): n/a

Dissertation SP'18 FREN 699 Sec. 005 Enrollment 0 Credit Hours 3 Lecture 3 Lab

Start Date
1/10/2018

Due Date
5/4/2018

Progress
 0%

Weight
0%

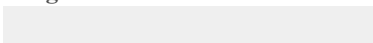
Comments

Name (Self): n/a

Elementary French II Lab FA'18 FREN 112 Sec. 001 Enrollment 4 Credit Hours 1 Lecture Lab 2

Start Date
8/20/2018

Due Date
12/7/2018

Progress
 0%

Weight
0%

Comments**Name (Self):**

I keep track of student attendance at tutoring sessions.

Elementary French II Lab SP'18 FREN 112 Sec. 001 Enrollment 2 Credit Hours 1 Lecture Lab 2

Start Date

1/10/2018

Due Date

5/4/2018

Progress

0%

Weight

0%

Comments**Name (Self):**

I keep track of student attendance at tutoring sessions.

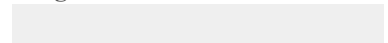
Elementary French II Lab SP'18 FREN 112 Sec. 002 Enrollment 0 Credit Hours 1 Lecture Lab 2

Start Date

1/10/2018

Due Date

5/4/2018

Progress

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Weight

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Comments**Name (Self):**

I keep track of student attendance at tutoring sessions.

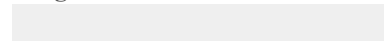
Elementary French II Lab SP'18 FREN 112 Sec. 003 Enrollment 0 Credit Hours 1 Lecture Lab 2

Start Date

1/10/2018

Due Date

5/4/2018

Progress

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Weight

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Comments**Name (Self):**

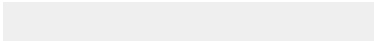
I keep track of student attendance at tutoring sessions.

Elementary French II Lab SP'18 FREN 112 Sec. 004 Enrollment 0 Credit Hours 1 Lecture Lab 2



Start Date
1/10/2018

Due Date
5/4/2018

Progress
 0%

Weight
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Comments

Name (Self):
I keep track of student attendance at tutoring sessions.

Elementary Spanish II Lab FA'18 SPAN 112 Sec. 001 Enrollment 2 Credit Hours 1 Lecture Lab 2

Start Date
8/20/2018

Due Date
12/7/2018

Progress
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Weight
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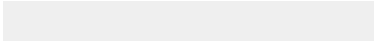
Comments

Name (Self): n/a

Elementary Spanish II Lab FA'18 SPAN 112 Sec. 002 Enrollment 0 Credit Hours 1 Lecture Lab 2

Start Date
8/20/2018

Due Date
12/7/2018

Progress
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Weight
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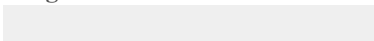
Comments

Name (Self): n/a

Elementary Spanish II Lab FA'18 SPAN 112 Sec. 003 Enrollment 0 Credit Hours 1 Lecture Lab 2

Start Date
8/20/2018

Due Date
12/7/2018

Progress
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Weight
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Comments

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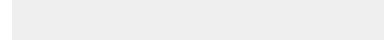
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Elementary Spanish II Lab FA'18 SPAN 112 Sec. 004 Enrollment 0 Credit Hours 1 Lecture Lab 2

Start Date
8/20/2018

Due Date
12/7/2018

Progress



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Weight
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Comments

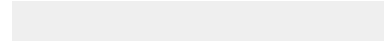
Name (Self): n/a

Elementary Spanish II Lab FA'18 SPAN 112 Sec. 005 Enrollment 1 Credit Hours 1 Lecture Lab 2

Start Date
8/20/2018

Due Date
12/7/2018

Progress



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Weight
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Comments

Name (Self): n/a

Elementary Spanish II Lab SP'18 SPAN 112 Sec. 003 Enrollment 2 Credit Hours 1 Lecture Lab 2

Start Date
1/10/2018

Due Date
5/4/2018

Progress



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Weight
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Comments

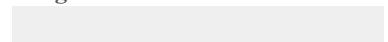
Name (Self): n/a

Elementary Spanish II Lab SP'18 SPAN 112 Sec. 004 Enrollment 0 Credit Hours 1 Lecture Lab 2

Start Date
1/10/2018

Due Date
5/4/2018

Progress



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Weight

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Comments

Name (Self): n/a

Elementary Spanish II Lab SP'18 SPAN 112 Sec. 005 Enrollment 0 Credit Hours 1 Lecture Lab 2

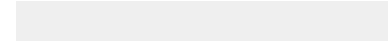
Start Date

1/10/2018

Due Date

5/4/2018

Progress



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Weight

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Comments

Name (Self): n/a

Elementary Spanish II Lab SP'18 SPAN 112 Sec. 006 Enrollment 0 Credit Hours 1 Lecture Lab 2

Start Date

1/10/2018

Due Date

5/4/2018

Progress



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Weight

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Comments

Name (Self): n/a

Elementary Spanish II Lab SP'18 SPAN 112 Sec. 007 Enrollment 1 Credit Hours 1 Lecture Lab 2

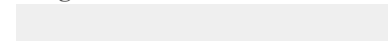
Start Date

1/10/2018

Due Date

5/4/2018

Progress



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Weight

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Comments

Name (Self): n/a



Elementary Spanish II Lab SP'18 SPAN 112 Sec. 008 Enrollment 11 Credit Hours 1 Lecture Lab 2

Start Date
1/10/2018

Due Date
5/4/2018

Progress
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Weight
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Comments

Name (Self): n/a

Elementary Spanish II Lab SP'18 SPAN 112 Sec. 009 Enrollment 10 Credit Hours 1 Lecture Lab 2

Start Date
1/10/2018

Due Date
5/4/2018

Progress
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Weight
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Comments

Name (Self): n/a

Elementary Spanish II Lab SP'18 SPAN 112 Sec. 010 Enrollment 0 Credit Hours 1 Lecture Lab 2

Start Date
1/10/2018

Due Date
5/4/2018

Progress
 0%

Weight
0%

Comments

Name (Self): n/a

Elementary Spanish II Lab SP'18 SPAN 112 Sec. 011 Enrollment 3 Credit Hours 1 Lecture Lab 2

Start Date
1/10/2018

Due Date
5/4/2018

Progress
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Weight
0%

Comments

Name (Self): n/a

Elementary Spanish II Lab SP'18 SPAN 112 Sec. 012 Enrollment 0 Credit Hours 1 Lecture Lab 2

Start Date

1/10/2018

Due Date

5/4/2018

Progress



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Weight

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Comments

Name (Self): n/a

Intermediate Lab FA'18 FREN 211 Sec. 001 Enrollment 1 Credit Hours 1 Lecture Lab 2

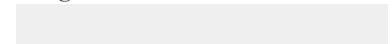
Start Date

8/20/2018

Due Date

12/7/2018

Progress



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Comments

Name (Self):

I keep track of student attendance at tutoring sessions.

Intermediate Lab FA'18 FREN 211 Sec. 003 Enrollment 1 Credit Hours 1 Lecture Lab 2

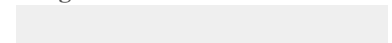
Start Date

8/20/2018

Due Date

12/7/2018

Progress



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Comments

Name (Self):

I keep track of student attendance at tutoring sessions.

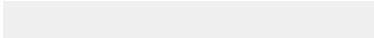
Intermediate Lab FA'18 SPAN 211 Sec. 001 Enrollment 1 Credit Hours 1 Lecture Lab 2



Practicum of oral/Aural skills and computerized drill in conjunction with SPAN 201.

Start Date
8/20/2018

Due Date
12/7/2018

Progress
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Weight
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Comments


Name (Self): n/a

Intermediate Lab FA'18 SPAN 211 Sec. 005 Enrollment 6 Credit Hours 1 Lecture Lab 2

Practicum of oral/Aural skills and computerized drill in conjunction with SPAN 201.

Start Date
8/20/2018

Due Date
12/7/2018

Progress
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Weight
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Comments


Name (Self): n/a

Intermediate Lab FA'18 SPAN 211 Sec. 006 Enrollment 1 Credit Hours 1 Lecture Lab 2

Practicum of oral/Aural skills and computerized drill in conjunction with SPAN 201.

Start Date
8/20/2018

Due Date
12/7/2018

Progress
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Weight
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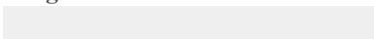
Comments

Name (Self): n/a

Intermediate Lab SP'18 FREN 211 Sec. 001 Enrollment 3 Credit Hours 1 Lecture Lab 2

Start Date
1/10/2018

Due Date
5/4/2018

Progress
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Comments

Name (Self):

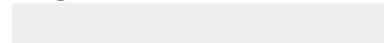
I keep track of student attendance at tutoring sessions.

Intermediate Lab SP'18 FREN 211 Sec. 002 Enrollment 4 Credit Hours 1 Lecture Lab 2

Start Date
1/10/2018

Due Date
5/4/2018

Progress



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Weight
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Comments

Name (Self): n/a

Intermediate Lab SP'18 FREN 211 Sec. 003 Enrollment 5 Credit Hours 1 Lecture Lab 2

Start Date
1/10/2018

Due Date
5/4/2018

Progress



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Comments

Name (Self):

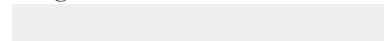
I keep track of student attendance at tutoring sessions.

Intermediate Lab SP'18 FREN 211 Sec. 004 Enrollment 0 Credit Hours 1 Lecture Lab 2

Start Date
1/10/2018

Due Date
5/4/2018

Progress



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Weight
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Comments

Name (Self): n/a

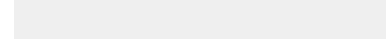
Intermediate Lab SP'18 SPAN 211 Sec. 001 Enrollment 0 Credit Hours 1 Lecture Lab 2

Practicum of oral/Aural skills and computerized drill in conjunction with SPAN 201.

Start Date
1/10/2018

Due Date
5/4/2018

Progress



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Weight
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Comments

Name (Self): n/a

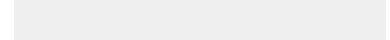
Intermediate Lab SP'18 SPAN 211 Sec. 002 Enrollment 0 Credit Hours 1 Lecture Lab 2

Practicum of oral/Aural skills and computerized drill in conjunction with SPAN 201.

Start Date
1/10/2018

Due Date
5/4/2018

Progress



0%

Weight
0%

Comments

Name (Self): n/a

Intermediate Lab SP'18 SPAN 211 Sec. 003 Enrollment 1 Credit Hours 1 Lecture Lab 2

Practicum of oral/Aural skills and computerized drill in conjunction with SPAN 201.

Start Date
1/10/2018

Due Date
5/4/2018

Progress



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Weight
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Comments

Name (Self): n/a

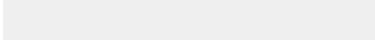
Intermediate Lab SP'18 SPAN 211 Sec. 004 Enrollment 1 Credit Hours 1 Lecture Lab 2

Practicum of oral/Aural skills and computerized drill in conjunction with SPAN 201.



Start Date
1/10/2018

Due Date
5/4/2018

Progress
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Weight
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Comments

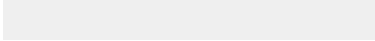
Name (Self): n/a

Intermediate Lab SP'18 SPAN 211 Sec. 005 Enrollment 0 Credit Hours 1 Lecture Lab 2

Practicum of oral/Aural skills and computerized drill in conjunction with SPAN 201.

Start Date
1/10/2018

Due Date
5/4/2018

Progress
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Weight
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Comments

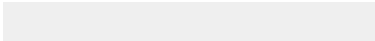
Name (Self): n/a

Intermediate Lab SP'18 SPAN 211 Sec. 006 Enrollment 1 Credit Hours 1 Lecture Lab 2

Practicum of oral/Aural skills and computerized drill in conjunction with SPAN 201.

Start Date
1/10/2018

Due Date
5/4/2018

Progress
 0%

Weight
0%

Comments

Name (Self): n/a

Intermediate Lab SP'18 SPAN 211 Sec. 007 Enrollment 0 Credit Hours 1 Lecture Lab 2

Practicum of oral/Aural skills and computerized drill in conjunction with SPAN 201.

Start Date
1/10/2018

Due Date
5/4/2018

Progress
 0%

Weight
0%

Comments

Name (Self): n/a

Literary or Linguistic Stu I SP'18 FREN 302 Sec. 001 Enrollment 13 Credit Hours 3 Lecture 3 Lab

Content varies. May be repeated for credit with permission of department head. Special topics in language, literature, or culture for students.

Start Date 1/10/2018	Due Date 5/4/2018	Progress <div style="background-color: #cccccc; width: 100%; height: 15px;"></div>	0%
Weight 0%			

Comments

Name (Self):

For this course on French in North America, I created class activities based on readings and online content, such as videos about different parts of Francophone Canada. Students were exposed to several varieties of French in this way, including Louisiana varieties - including Louisiana Creole. Student research focused on contemporary Francophone culture in North America, and many found themselves happy to discover interesting Francophone artists to present on.

Phonetics and Pronunciation SP'18 FREN 400 Sec. 001 Enrollment 6 Credit Hours 3 Lecture 3 Lab

French pronunciation: theory and practice.

Start Date 1/10/2018	Due Date 5/4/2018	Progress <div style="background-color: #cccccc; width: 100%; height: 15px;"></div>	0%
Weight 0%			

Comments

Name (Self):

Extensive in-class and at-home practice with phonetic transcription and pronunciation helped students develop their speaking ability. Assignments included regular meetings with an advanced graduate student to practice one-on-one with tongue-twisters and reading aloud; the immediate feedback of this format was quite useful. I regularly search for new tongue-twisters and other challenging pronunciation exercises for this course.

Preparation Pedagogique FA'18 FREN 501 Sec. 001 Enrollment 3 Credit Hours 3 Lecture 3 Lab

Practical application and supervision for foreign language teaching with emphasis on oral proficiency, testing and applied methods.

Start Date 8/20/2018	Due Date 12/7/2018	Progress <div style="background-color: #cccccc; width: 100%; height: 15px;"></div>	0%
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Weight
0%

Comments

Name (Self):

Foreign language pedagogy and observations of classes form the basis of this course; in this way, new students are introduced to both the forward-facing teacher role and the theory that underlies the practice.

Recherches Dirigees FA'18 FREN 597 Sec. 005 Enrollment 1 Credit Hours 3 Lecture 3 Lab

Content varies. May be repeated once for credit. Individual study of selected topics by arrangement with instructor.

Start Date 8/20/2018	Due Date 12/7/2018	Progress <div style="width: 100%; height: 15px; background-color: #ccc;"></div>	0%
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Weight
0%

Recherches Dirigees SP'18 FREN 597 Sec. 005 Enrollment 0 Credit Hours 3 Lecture 3 Lab

Content varies. May be repeated once for credit. Individual study of selected topics by arrangement with instructor.

Start Date 1/10/2018	Due Date 5/4/2018	Progress <div style="width: 100%; height: 15px; background-color: #ccc;"></div>	0%
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Weight
0%

Special Projects I FA'18 FREN 497 Sec. 005 Enrollment 1 Credit Hours 3 Lecture 3 Lab

Individual research or writing projects in fields students wish to study intensively.

Start Date 8/20/2018	Due Date 12/7/2018	Progress <div style="width: 100%; height: 15px; background-color: #ccc;"></div>	0%
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Weight
0%

Comments

Name (Self):

Student explored issues in modern French pedagogy.

Thesis FA'18 FREN 599 Sec. 005 Enrollment 0 Credit Hours 3 Lecture 3 Lab

Start Date 8/20/2018	Due Date 12/7/2018	Progress <div style="width: 100%; height: 15px; background-color: #ccc;"></div>	0%
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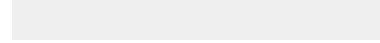
Weight
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Thesis SP'18 FREN 599 Sec. 005 Enrollment 0 Credit Hours 3 Lecture 3 Lab

Start Date
1/10/2018

Due Date
5/4/2018

Progress



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Weight
0%

B. Instructional Activity and Innovation: Course Technology or distance learning development, mentoring activities, retention activities, student research, etc.

Comments

Name (Self):

I have become known for constant recruiting of potential double majors at the undergraduate level, and I find that students generally respond positively to the interest that I show in them. I can quickly calculate which courses students will need for a double major, and an approximate time frame. I try to regularly attend French club meetings to foster positive relationships with students, and I attempt to help new graduate students acclimate and integrate themselves within the program and beyond the UL community.

C. Instructional faculty development: Include seminars, workshops, discussion groups, etc.

Comments

Name (Self):

I began training for online certification at the end of 2018 (and completed it in early 2019).

D. Other

Comments

Name (Self):

TA Supervisor and Language Resource Center Chair: Plan and conduct pre-semester meetings for GAs/TAs and TA preparation workshops at the beginning of each semester. Supervise Teaching Assistants who teach French 101, 102, and 201 courses. Create common syllabi and daily schedules for French 101, 102, and 201. Prepare or supervise preparation of lesson plans for all class days. Create or supervise creation of all quizzes for French 101, 102, and 201. Develop and create tests for French 101, 102, and 201, with differing degrees of involvement from TAs and other instructors. Print and distribute all quizzes and tests, including final exams. Consult with and assist Teaching Assistants regarding schedule changes, materials development, make-up tests, and troubleshooting with issues that arise with their students. Supervise Language Resource Center Assistants. Serve as Instructor of Record for all sections of French 112 and 211 and Spanish 112 and 211 (lab sections corresponding to 102 and 201).

Research Activities

Directions

Research: Faculty are to conduct research and produce scholarship and creative works in their respective areas of specialization. Include or summarize the appropriate part of the department's evaluation rubric.

A. Publications, papers, exhibitions, etc.: Separate publications according to the following recommended headings and distinguish between peer review and non-peer review: books, book chapters, journal articles, web-based journal articles, published multi-media, abstracts and proceedings, and exhibitions. Citation format appropriate to the discipline, e.g., APA, AMA, MLA.

Comments

Name (Self): Book Chapter (peer review):

"Les jeunes louisianais et le français cadien : quels rapports?" in *La Jeune francophonie américaine: Langue et culture chez les jeunes d'héritage francophone aux États-Unis d'Amérique*, collected volume edited by Joseph Edward Price. L'Harmattan, France, January 2018; pp. 45-64.

"The Future of French in Louisiana" included as Chapter 8 in the collected volume *Languages in Louisiana*, co-editors Nathalie Dajko (Tulane University) and Shana Walton (Nicholls State University). University of Mississippi Press. Currently in press for publication in 2019.

Book Review (invited):

Review of Atran-Fresco, L. (2016). *Les Cadiens au présent: revendications d'une francophonie en Amérique du Nord*. *The French Review*, Vol. 92, Number 2, December 2018; pp. 185-186.

B Presentations invited speeches, performances, etc.: Separate presentations according to the following recommended headings: international, national, regional, and state. Citation format appropriate to the discipline, e.g., APA, AMA, MLA.

Comments

Name (Self):

International Organization Presentation:

"Connecting generations and populations through creative student work in Louisiana French." ACQS Biennial Conference, New Orleans, LA, November 2018.

Local Invited Presentation:

With Mathé Allain, Barry Jean Ancelet, and May Rush Gwin Waggoner: *Anthologie de la littérature louisianaise d'expression française de 1682 à nos jours* presented at the Bayou State Book Talks series hosted by the UL Center for Louisiana Studies. Lafayette, February 6, 2018.

Accepted presentation proposal: "Exploring language and culture through creative works in Louisiana French." Southeastern Conference on Linguistics (SECOL), Boca Raton, FL, May 30-June 1, 2019.

C. University Supported Grants: Separate grants according to active, pending, and completed. For each grant or contract list effective dates, role (PI or Co-PI) and % effort, project title, type of grant/contract, funding unit, funding amount, and annual research funding managed. Citation format appropriate to the discipline.

D. Externally Supported Grants: Separate grants according to active, pending, and completed. For each grant or contract list effective dates, role (PI or Co-PI) and % effort, project title, type of grant/contract, funding agency, funding amount, and annual research funding managed. Citation format appropriate to the discipline.

Comments

Name (Self):

Spring 2018: Louisiana partner (Co-PI, 50%) with the Université du Québec à Chicoutimi for the project *Québec-Louisiane "ensemble célébrons notre francophonie"*, designed to further collaborative efforts between Québec and Louisiana. Funded by *Ministère des Relations Internationales et la Francophonie* (MRIF). In the context of the grant, Josée Simard from UQAC came to Lafayette for several presentations, and I traveled to Chicoutimi to give two 2-hour presentations (that were well attended and well received). Original funding was for 8000\$ CAD but Canadian partner handled finance. U

E. Graduate Thesis Committee Member/Chair: includes serving on a graduate thesis or doctoral synthesis or dissertation as a member or chair of the committee. Indicate student, titles, and whether the student has defended and graduated (Note these sections previously were under section I Teaching, C Graduate Thesis/ Doctoral Synthesis/Dissertation Chair, D Graduate Thesis/ Dissertation/Synthesis Member).

F. Citations, patents, etc.: list all patents, inventions, and copyrights issued.

G. Recognition/ honors/ awards:

H. Research faculty development: grant writing workshops, online training, etc.

I. Other

Comments

Name (Self):

June 4-8, 2018: Obtained a Professional French Certificate by participating in a training program in Professional French (a workshop that aims to provide teachers with skills to teach the French language as it is related to specific professional sectors; in this case, business and tourism) sponsored by the Cultural Services of the French Embassy in the U.S. and the



Consulate General of France in Louisiana in cooperation with the Paris International Chamber of Commerce and the French Department at LSU.

Service Activities

Directions

Service: Membership in the University community requires support of an active engagement in the governance of the institution, the college, and the department. Include or summarize the appropriate part of the department’s evaluation rubric.

A. Advising: Enhance educational engagement of student through advising, mentoring, student organization advisor, etc. For example semester, the number of students, innovations, and awards.

Comments

Name (Self):

Advising: Approximately 10 French majors per semester. I often help students complete the paperwork and process of adding French as a second major (Grey Ussery, Micah Bursh, Ethan Frederick, Tyrus Norcise, Lauren Weimer) and mentor students applying for CODOFIL summer scholarships (Grey Ussery, Joan Bradley). I also informally advise French minors about the courses that would suit them best as they complete their studies.

Although I am not currently the French Club (Francofous) advisor, I am the faculty member who attends the meetings most frequently to encourage students to practice speaking French during the meeting and also to maintain contact with students who may not currently be taking courses with me. Informal advising often happens here as well.

French Study Abroad Exchanges Coordinator: For UL students participating in exchanges at the Université de Caen Normandie, I nominate students for the exchanges and maintain contact with the host university throughout the application and registration process as well as during the exchange period. For students participating in an exchange, I help with paperwork including applications to Campus France, necessary documents for the French Consulate in Houston, registration and lodging details at the partner university. Recent participants include Shelby Boling and Tyrus Norcise in Spring 2019, Ethan Frederick and Ian Lancaster in Fall 2018.

B. Professional: National, regional, and or local professional organization service includes reviewer, session chair, officer and or program coordinator, journal editor or editorial board member, panel participant, or featured speaker at a professional meeting, etc. For example Chair, Membership Committee, American Board of Chairs, and summarize accomplishments.

Comments

Name (Self):

Regional Service Commitments

Vice President, Southeastern Conference on Linguistics
Consortium des collèges et universités louisianais

Beginning in 2019



Treasurer

August 2017-present

(Executive Committee participates in selection of recipients for CODOFIL summer scholarships.)

UL Lafayette representative

Fall 2014-present

C. University, college, department: Participation in university governance through committees, task forces, Faculty Senate, special projects such as accreditation, recruitment, etc.

Comments

Name (Self):

Worked extensively with Caroline H. **Assessment Plan for General Education in Modern Languages.**

Each semester, I head the committee that conducts exit interviews with graduating French majors.

I participate when asked in recruitment and other department endeavors.

Committee Chair in MODL: Language Resource Center; French Scholarships and Exchanges; Undergraduate Instruction (co-chair).

Committee Member in MODL: Curriculum and Articulation; Distance Learning; Graduate Admissions/Retention/Appeals; Placement Testing and Appeals; Recruitment, Web Sites, Publicity and Fundraising; Research Support; SACS Accreditation and Assessment; SACS Exit Interviews/Portfolio Evaluator; Graduate Faculty.

D. Community: Typically, pro bono work for a non-profit organization using expertise from one’s discipline include presenting continuing education, programs for public organizations, service on public boards, etc. For example name of the organization, service performed, and effort.

E. Advising and service faculty development: workshops, online training, etc.

Comments

Name (Self):

November 2018-February 2019: Completed QM training and three workshops to become a ULearn certified online teacher.

F. Other

Administration Activities (if applicable)

Directions

Administration: Approved by Dean and Provost/Academic Vice-President. List significant administrative roles, responsibilities, and actions taken. The relative importance of the components varies depending on the role and mission of the unit. These roles may serve multiple constituencies, including students, faculty, higher-level administrators, and alumni and

other groups external to the University.

A. Academic leadership: student success, qualified faculty, and personnel, instructional programs.

Comments

Name (Self):

TA Supervisor and Language Resource Center Chair: Plan and conduct pre-semester meetings for GAs/TAs and TA preparation workshops at the beginning of each semester. Supervise Teaching Assistants who teach French 101, 102, and 201 courses. Create common syllabi and daily schedules for French 101, 102, and 201. Prepare or supervise preparation of lesson plans for all class days. Create or supervise creation of all quizzes for French 101, 102, and 201. Develop and create tests for French 101, 102, and 201, with differing degrees of involvement from TAs and other instructors. Print and distribute all quizzes and tests, including final exams. Consult with and assist Teaching Assistants regarding schedule changes, materials development, make-up tests, and troubleshooting with issues that arise with their students. Supervise Language Resource Center Assistants. Serve as Instructor of Record for all sections of French 112 and 211 and Spanish 112 and 211 (lab sections corresponding to 102 and 201).

B. Administrative leadership: governance, unit organizations, communication.

C. Role specific duties: may include development, recruitment, accreditation, etc.

D. Leadership development: workshops, conferences, online training, etc.

E. Other

Summary

Rating Scale

Score	Rating	Description
NA	Not Evaluated	
1.0	Unsatisfactory Performance	Requires significant improvement in one or more areas
1.1	Unsatisfactory Performance	
1.2	Unsatisfactory Performance	
1.3	Unsatisfactory Performance	
1.4	Unsatisfactory Performance	
1.5	Unsatisfactory Performance	
1.6	Unsatisfactory Performance	

1.7	Unsatisfactory Performance	
1.8	Unsatisfactory Performance	
1.9	Unsatisfactory Performance	
2.0	Needs Improvement	Requires improvement in one or more areas
2.1	Needs Improvement	
2.2	Needs Improvement	
2.3	Needs Improvement	
2.4	Needs Improvement	
2.5	Needs Improvement	
2.6	Needs Improvement	
2.7	Needs Improvement	
2.8	Needs Improvement	
2.9	Needs Improvement	
3.0	Meets Expectations	Quality, performance/productivity can be strengthened and sustained annually
3.1	Meets Expectations	
3.2	Meets Expectations	
3.3	Meets Expectations	
3.4	Meets Expectations	
3.5	Meets Expectations	
3.6	Meets Expectations	
3.7	Meets Expectations	
3.8	Meets Expectations	
3.9	Meets Expectations	
4.0	Exceeds Expectations	High quality, performance/productivity that can be sustained annually
4.1	Exceeds Expectations	
4.2	Exceeds Expectations	
4.3	Exceeds Expectations	
4.4	Exceeds Expectations	
4.5	Exceeds Expectations	
4.6	Exceeds Expectations	
4.7	Exceeds Expectations	
4.8	Exceeds Expectations	
4.9	Exceeds Expectations	
5.0	Exceptional	Distinction, extraordinary productivity/performance beyond annual expectations

Overall Summary:

Reviewer

Rating

Caroline Huey (Manager)

Jordan Kellman (Dean)

Comments

Name (Self):

I believe that in 2018, as in previous years, I successfully managed the 101-102-201 sequence, including necessary TA training and supervision, and also engaged in the ongoing success of our undergraduate major/minor program.

Teaching Evaluation

Directions

Instruction: (formal credit courses and other pedagogical activities)

Evidenced by achievement of learning outcomes e.g., classroom materials, innovation, learning technologies, level and type of classes taught, evaluation by students (SEI) and others, faculty/student relations.

Demonstrates cooperation and collaboration in course and curriculum development e.g., fairness, effective mentoring.

Rating Scale

Score	Rating	Description
NA	Not Evaluated	
1.0	Unsatisfactory Performance	Requires significant improvement in one or more areas
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4.6	Exceeds Expectations	
4.7	Exceeds Expectations	
4.8	Exceeds Expectations	
4.9	Exceeds Expectations	
5.0	Exceptional	Distinction, extraordinary productivity/performance beyond annual expectations

Additional Information

Percent of Workload (Instruction) 50

Activity Summary

Comments

Caroline Huey (Manager):

Favorable comments; well-organized and integrated syllabi; integrated technology/Moodle; above average enrollments; exceeds office hours; strong record of timely feedback; assists faculty members to integrate into FREN 202 level.

Excellent and effective supervision and guidance of FREN grad teaching assistants, including coordination of syllabi, lesson plans, testing, lab assignments.

Strengths/weakness

Recommendations

Comments

Caroline Huey (Manager):
Keep up the good work.

Section Rating

Reviewer	Rating
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Caroline Huey (Manager)

Jordan Kellman (Dean)

Research Evaluation

Directions

Research and Scholarship: (basic or applied research, creative endeavors, performances and/or related activities)

Evidenced by peer review; e.g. publications, presentations, grants, performances;

Demonstrates apt balance of independent and collaborative efforts e.g., respect for colleagues; mentoring new researchers and scholars.

Rating Scale

Score	Rating	Description
NA	Not Evaluated	
1.0	Unsatisfactory Performance	Requires significant improvement in one or more areas
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4.6	Exceeds Expectations	
4.7	Exceeds Expectations	
4.8	Exceeds Expectations	
4.9	Exceeds Expectations	
5.0	Exceptional	Distinction, extraordinary productivity/performance beyond annual expectations

Additional Information

Percent of Workload (Research) 20

Activity Summary

Comments

Caroline Huey (Manager):

2 book chapters, 1 book review, 3 talks/conference presentations; co-PI on project with Université du Québec à Chicoutimi; certification in Professional French

Strengths/Weakness

Recommendations

Comments

Caroline Huey (Manager):

Good work.

Section Rating

Reviewer	Rating
Caroline Huey (Manager)	
Jordan Kellman (Dean)	

Service Evaluation

Directions

Service: (department, college, or university committees; community development, and professional organizations, formal and informal advising) Evidenced by active engagement e.g., faculty mentoring, recruitment, and organizational responsibilities. Demonstrates leadership e.g., cooperation, and positive attitude.

Advising and Student Life (if applicable) evidenced by work that enhances the educational experiences of students, e.g., advising, mentor, advisor to student organizations, student engagement.

Rating Scale

Score	Rating	Description
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NA	Not Evaluated	
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4.9	Exceeds Expectations	
5.0	Exceptional	Distinction, extraordinary productivity/performance beyond annual expectations

Additional Information

Percent of Workload (Service) 30

Activity Summary

Comments

Caroline Huey (Manager):
 FREN major advisor, with favorable comments. Active participation in outreach and undergraduate/grad program development. Thoughtful and strategic selection of undergraduates for study abroad exchanges and Francophone Studies scholarships. Active participation in many student activities and projects.

Strengths/Weakness

Recommendations

Comments

Caroline Huey (Manager):
 Keep up the good work.

Section Rating

Reviewer	Rating
Caroline Huey (Manager)	
Jordan Kellman (Dean)	

Administration Evaluation (if applicable)

Directions

Administration: (Applicable only to faculty members with administrative appointments with formal release-time)

Administers effectively; creates supportive culture; demonstrates tolerance of difference; implements consultive decision-making; fosters the unit’s goal-focused performance; etc.

Demonstrates leadership, efficient and effective management, effective communication, and mentoring.

Rating Scale

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4.9	Exceeds Expectations	
5.0	Exceptional	Distinction, extraordinary productivity/performance beyond annual expectations

Additional Information

Percent of Workload (Administration)

Activity Summary

Strengths/Weakness

Recommendations

Section Rating

Reviewer	Rating
Caroline Huey (Manager)	
Jordan Kellman (Dean)	

Acknowledgment

Directions

Acknowledgment. My signature below indicates that I have seen this form after it has been completed by my unit head or director (including the recommended merit category) but does not imply my agreement with this evaluation. I understand



that I may submit, by the deadline indicated in the Administrative Calendar, a written statement of any concerns about or disagreements with this evaluation and that my statement will be attached to this evaluation form before it is transmitted to the dean.

X Name Faculty
Member

5/15/2019
Date

X

Provost

Date

X Caroline Huey
Department Head

4/29/2019
Date

X Jordan Kellman
Dean
4/27/2019
Date