



**ROSS, SHARON D.**

Assistant Professor

Manager: Melissa Arrambide

Evaluated By: Melissa Arrambide

**Annual: Attachment Only  
Performance Review 2023**

Organization: 21121055 Educational Leadership  
(Melissa Arrambide)

Location: Commerce ETAMU

01/01/2023 - 12/31/2023

**Overall Rating**

**Manager Overall Evaluation**

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**Rating:** Significantly Exceeds Expectations

**Comment:**

**Acknowledgement**

**Manager**

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**Entered by:** Melissa Arrambide **Date:** 03/29/2024

**Status:** Option 1: I have reviewed the position restrictions for accuracy and updates ARE NOT REQUIRED. I acknowledge I have reviewed and discussed this performance evaluation with the Employee.

**Comment:** 1-23-24

**Employee**

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**Entered by:** SHARON ROSS **Date:** 03/29/2024

**Status:** Option 1: I acknowledge I have reviewed the position restrictions for accuracy; I have reviewed and discussed this performance evaluation with my Manager and I AGREE with the evaluation.

**Comment:** We met and discussed my evaluation in its entirety.



**ANNUAL EVALUATION REPORT – TENURE-TRACK FACULTY**  
**EVALUATION PERIOD JANUARY 1, 2023 THRU DECEMBER 31, 2023**

Name: Sharon Ross Tenure Year: 2 PIN: P-143957  
 Department: Educational Leadership FTE Percentage: 100  
 Present Rank: Full  Associate  Assistant  Department Head:  FTE Percentage: \_\_\_\_\_  
 Teaching Faculty  Non-Teaching Faculty  (Supplementary Review Attached)

This annual evaluation covers the previous calendar year. The evaluator's remarks must address any changes in performance in each area since the last annual evaluation. The remarks should address the individual's progress toward tenure and/or promotion to the next rank, where applicable.

1. Weighted Percentage: 50

**TEACHING/POSITION EFFECTIVENESS** (or performance of assigned duties for non-teaching faculty)

NOTE: For instructional faculty, evaluations "shall include an assessment of teaching evaluations completed by their students, but may not be limited to said student evaluations."

CHECK ONE: Does Not Meet Expectations (1)  Partially Meets Expectations (2)  Meets Expectations (3)   
 Exceeds Expectations (4)  Significantly Exceeds Expectations (5)

REMARKS REQUIRED: I have listed the evidence on the new rubric required for meeting the expectation of the rubric. My goal for this area is to conduct 1 peer observation during the Spring semester of 2024 and one during the Fall of 2024. Area of improvement for new year goal: Grade weekly and ensure all updates from leads are added in modules.

Student evaluation forms in attached folder.

Summary Reports:

Spring 23: Ross 4.11; Dept 4.41; School of Ed 4.42; University 4.29 Lower than all

Summer 1: Ross 4.68; Dept 4.34; School of Ed 4.46; University 4.36 Higher than all

Summer 2: Ross 4.38; Dept 4.42; School of Ed 4.46; University 4.40 Lower than all - within 8pts or less

Fall 23: Ross 4.35; Dept 4.65; School of Ed 4.49; University 4.44 Lower than all

Evidence of Teaching for Significantly Exceeds: 5 of 9

1) 1.1.1.5 Dept, college, and university workshops- Attends at least 1 training session/conference to improve teaching and or course design: CPED Virtual Convening book studies offered definitions and effective pedagogy - Dec. 2023. Also attended Qualitative research sessions online through AERA.

2) 1.1.1.8 On campus tech center and other innovative programs, attends at least 1: ACUE course learned and integrated new technology and innovative ideas

3). 1.1.1.9 Participates in department inservice training: I attend faculty meetings regularly. 2 examples: Faculty retreat in which we worked on T&P instruments and faculty meeting in which Drs. Farler and Villereal gave updates on using TK20 for certification programs

4). 1.1.1.11 Instructional outcomes assessment by students, employers, graduates and faculty; student evaluation/institutional or embedded in course and upon review faculty provides written self reflection for professional development to further enhance teaching craft. I submitted documentation of the institutional course evaluations in addition to attaching course evaluations created by professor from a google form. Attached is the self-reflection.

5). Develops/Significantly revises a course or teaching methods or engages in pedagogical practices that advances student outcomes. I engaged in pedagogical practices that advanced student outcomes by introducing and implementing pedagogical practices beyond what course leads had placed in D2L. Ex: In DILI program, I used the 5E model and placed cards on students desk to ensure they discussed how they participated in the elements of the lesson: Engage, Explore, Explain, Elaborate, Evaluate. I further had students present chapters on powerpoint to ensure reading, engaging lessons, and participation.

Evidence of Learning Outcomes Assessed Yes  No  (ATTACH EVIDENCE)

2. Weighted Percentage: 25

**SCHOLARLY RESEARCH AND/OR CREATIVE ACTIVITY**

CHECK ONE: Does Not Meet Expectations (1)  Partially Meets Expectations (2)  Meets Expectations (3)   
 Exceeds Expectations (4)  Significantly Exceeds Expectations (5)

EMPLOYEE'S INITIALS

*SR*

EVALUATOR'S INITIALS

*MA*



REMARKS REQUIRED: Meets Expectations 3  
 Scholarly research for Meets Expectations: 1 peer reviewed publication required:  
 a. <https://txep.csotte.com/index.php/txep/article/view/17>  
 ...and,  
 2 points needed:  
 Invited or accepted presentations:  
 1 pt. International: ISEB: International Society Educational Biography: Undercover Prophet: Retrospective Reflections on Servant Leadership and Spirituality, October 2023  
 1 pt. National: RWE: Paper Session: A Statistical Analysis: Examining Women in Educational Leadership and Work Satisfaction through a racial lens during critical times  
 1pt. National/International: IPresentation Gallery See Vita. <https://aera23-aera.ipostersessions.com/?s=2A-8c-90-4D-82-2B-15-C7-1C-BE-13-D2-C1-80-39-0B>  
 1 pt. State: TCWSE January 2023; During Critical times: The perceptions of women in educational leadership and work satisfaction See vita  
 2 pts. Local:  
 Lead Dallas Lead Mini Intensive Day with Peter Williams; Managing Relationships in Transition, December 2023  
 The Improvement Science Dissertation in Practice: Lead presenters - Peter Williams/Sharon Ross; Nov. 2023 Dept.  
 1 pt for each submitted external or internal grant: Submitted but rejected due to insufficient funds. See email attached

3. Weighted Percentage: 25  
**SERVICE/COMMUNITY ENGAGEMENT** (System, University, College/School, Department/Unit, Professional, Community)  
 CHECK ONE: Does Not Meet Expectations (1)  Partially Meets Expectations (2)  Meets Expectations (3)   
 Exceeds Expectations (4)  Significantly Exceeds Expectations (5)

REMARKS REQUIRED: The service I render through and for the university seems minimal although I appreciate the work that was done to reduce focus and stress while giving more attention to teaching and research.  
 Service: Significantly Exceeds 5 - 36 total units  
 1. Provide service across all areas (profession, university, college, or department)  
 Department: Scholarship Committee with Peter Williams; Served on a search committee, hire - Dr. Mack Hines -3 units  
 School of Education: Served on search committee as rep for School of Ed. hire - Dr. Jennifer Dyer 3 units  
 University: Served on Strategic Planning Committee, Contact CeCe Gassner 1 unit  
 Profession: 6 units- National/International officer - AERA Superintendent SIG Awards Chair Elect; TCPEA writing planning committee for summer workshop -  
 2. Faculty member has at least 6 units of service  
 6 units Co-Editor JTWSE journal of Texas Council of Women School Executives, On Executive Board  
 2 units Reviewer for RWE Panel & Symposium;  
 2 units Reviewer for CSOTTE/TxEp;  
 2 units Reviewer for Kemp-Graham/Pruitt new book  
 2 units Discussant,  
 2 units Chair for sessions at Superintendent sessions AERA 2023  
 6 units Krinon Editor for Sorority - NSPDK, Epsilon Beta Tyler chapter. (Sends out monthly newsletter). Educational sorority in which some members are retired and a lot are currently employed in public schools.  
 1 unit Course Lead: EDAD 658 School Crisis Leadership

4. **EVALUATION OF PROGRESS TOWARD TENURE:** For tenure track faculty, the department chair shall meet with the tenured faculty and thereafter incorporate in the chair's annual evaluation the sense of the tenured faculty on the progress of the candidate towards tenure and promotion. A summary of the tenured faculty's comments, if any, should be included in this evaluation.  
 CHECK ONE: Does Not Meet Expectations (1)  Partially Meets Expectations (2)  Meets Expectations (3)   
 CHECK ONE: Exceeds Expectations (4)  Significantly Exceeds Expectations (5)

EMPLOYEE'S INITIALS  EVALUATOR'S INITIALS MA

REMARKS REQUIRED:

Dr. Ross has demonstrated excellent productivity in the areas of teaching and service. She will continue to work towards increasing research productivity. Her overall score is 4.5 "Significantly Exceeds Expectations".

Comments by Dean: I am glad to see the shared goal of increasing mean scores on course evaluations. Also, I agree that Dr. Ross will want to increase the amount of published work to ensure that remains on track for tenure & promotion.

EMPLOYEE'S INITIALS

*SR*

EVALUATOR'S INITIALS

*MA*

5. LIST GOALS, OBJECTIVES, AND WEIGHTED PERCENTAGES TO BE COMPLETED IN THE NEXT YEAR.

REMARKS REQUIRED:	Goal 1. By the 2024 evaluation date of January 2025, S. Ross will complete and have published required number of publications plus 1.
Teaching 40	Goal 2. By the 2024 evaluation date of January 2025, S.Ross will improve the rating in student evaluations to be at or above department, college, and university means by returning grades in a timely manner within a week of the due date.
RSCA 30	I wanted to have more time devoted to research going forward therefore I am setting a different goal percentage.
Service 30	

*\* If any section is rated "Unsatisfactory": "A proposed remedial course of action and a reasonable time limit must be added to the evaluation for mutual collegial benefit, and be undertaken during the period before the next evaluation."*

**EVALUATOR:** I have prepared this "Annual Evaluation Report" and reviewed it with the employee:

*Melissa Arrambide*

Date: 1-29-23

Evaluator's Signature

Type/Print Name: Melissa Arrambide

Title: Professor/Interim Department Head

**EMPLOYEE:** I have read and reviewed the foregoing evaluation. It is my understanding that I may attach comments, if there is a disagreement with the evaluation.

*Sharon Jones*

Date: 1/31/2024

Employee's Signature

**DEAN:**

- I concur with the Evaluator's assessment.
- I disagree with the Evaluator's assessment. My reasons are attached.
- N/A – The Dean is the Evaluator.

*Raymond Green*

Date: 2/8/24

Dean's Signature

Type/Print Name: Raymond Green

**PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS:**

- I concur with the Dean's assessment.
- I disagree with the Dean's assessment. My reasons are attached.

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

Provost's Signature

Type/Print Name: \_\_\_\_\_

EMPLOYEE'S INITIALS SR EVALUATOR'S INITIALS MA