

2010-2011 SUMMARY EVALUATION FORM

For Retention, Promotion, Tenure, and Professional Achievement Award (old PAA Cycle B)

PLEASE CHECK ONE: Chair ☒

DPC ☐

CPC ☐

DATE:

NAME: Gilles Kouassi

DEPARTMENT: Chemistry

PY YEAR (if applicable): PY4

PRESENT RANK: Assistant Professor YEARS IN RANK [See Art. 20.9.b] (if applicable): 3

Status Being Evaluated:

☒ Retention

☐ Tenure

☐ Professional Achievement Award (old Cycle B)

☐ Promotion to Assistant Professor

☐ Promotion to Associate Professor

☐ Promotion to Professor

• **If Faculty Are Applying for Both Tenure and Promotion to Associate Professor:**

Check both boxes above. Faculty need only submit one portfolio for both personnel actions, and each evaluator need only complete one Summary Evaluation Form.

I. EVALUATION OF TEACHING/PRIMARY DUTIES

Evaluation of teaching/primary duties will be based on Article 20 of the WIU/UPI 2011-2015 Agreement and the Department Criteria.

Recommendation: ☒ Meets requirements

☐ Does not meet requirements

Include below a narrative explanation of your recommendations, summarizing specific accomplishments and any notable concerns. If a recommendation is negative, explain the reasons, based on contract language and Department Criteria.

During the evaluation period (Fall 2000 - Summer 2010) Dr. Kouassi taught Fall: CHEM 202 lecture (section 1), CHEM 571 Advanced Physical Chemistry, Spring: CHEM 370 Elem. Physical Chemistry lecture and two lab sections, and CHEM 201 lecture. Having reviewed the materials submitted by Dr. Gilles Kouassi for the evaluation period of PY4 (Fall 2009-Summer 2010) **the Chair finds that his overall performance in the area of Teaching/Primary Duties meets the requirements for retention.**

According to the current department criteria for chemistry teaching performance is determined mathematically as follows:

Teaching performance will be based on five performance benchmarks. All five performance benchmarks listed below will count equally, each with a possible range of 1.00 to 5.00:

- | | |
|--------------------|--|
| 1.00 – 5.00 | Benchmark for Quantitative Student Evaluations (Section A) |
| 1.00 – 5.00 | Benchmark for Classroom Evaluations by Peers (Section B) |
| 1.00 – 5.00 | Benchmark for Classroom Evaluation by the Department Chair (Section B) |
| 1.00 – 5.00 | Review of syllabi, teaching materials, etc. (Section C) |
| <u>1.00 – 5.00</u> | <u>Review of Extended Teaching Duties (Section D)</u> |
| 5.00 – 25.00 | Total Teaching Performance |

Student Evaluations: In review of student evaluations, especially Question 9: Overall Teaching Effectiveness, Dr. Kouassi's Fall 2009 CHEM 202 class average (**3.57**) was well above the department average for lower division courses (**3.01**). Dr. His Fall 2008 CHEM 571 lecture class average for question 9 was **4.07**, which was slightly below the department average for graduate level courses (**4.12**). However, the CHEM 571 scores show a steady improvement from the previous two years (see table below) for the same course. For the spring 2009 CHEM 370 class, lecture and two lab sections, the averages on Question 9 (**3.79** CHEM 370 lecture and **3.71** and **4.29** for CHEM 370 lab sections 21 and 22) were lower than the department average for upper division courses (**3.93**) for the spring 2010 semester. This, however, represents an increase from the student evaluation scores in the same course during the

previous year. Dr. Kouassi's CHEM 201 student evaluation average on Question 9 (2.82) was about the same as the department average for lower division courses (2.84) for spring 2010. this does represent an increase from the previous time he taught the course (see table below).

Student Evaluation Summary Dr. Gilles Kouassi

Question 9: Overall Teaching Effectiveness

FY08		FY09		FY10	
Fall 07 (ACEs)	Eval Avg	Fall 08	Eval Avg	Fall 09 (ACEs)	Eval Avg
CHEM 101L (6)	----	CHEM 101L (2)	3.06		
		CHEM 201 (3)	2.79		
				CHEM 202 (3)	3.57
CHEM 571 (3)	3.83	CHEM 571 (3)	4.00	CHEM 571 (3)	4.07
Spring 08 (ACEs)	Eval Avg	Spring 09 (ACEs)		Spring 10 (ACEs)	
CHEM 101L (2)	3.06				
				CHEM 201 (3)	2.82
		CHEM 202 (3)	3.35		
CHEM 370 (3)	4.29	CHEM 370 (3)	3.30	CHEM 370 (3)	3.79
CHEM 370 Lab (3)	4.56	CHEM 370 Lab (3)	3.08	CHEM 370 Lab sec 21 (3)	3.71
				CHEM 370 Lab sec 22 (3)	4.29

The table above demonstrates that Dr. Kouassi has improved his student evaluation scores in CHEM 571 and CHEM 202. Due to a curriculum program change beginning FY09 CHEM 370 dramatically increased in enrollment from spring 2008 to spring 2009, which resulted in a very crowded lab and many frustrated students.

The addition of a second section of CHEM 370 lab in FY10, as well as Dr. Kouassi's enhancements of the CHEM 370 experiments improved student evaluation scores in Spring 2010. Because of a couple of chemical spills in CHEM 370 lab, the Chair recommended last year that Dr. Kouassi request the chemistry lab manager to purchase more sets of materials/small equipment, so that eventually all students can work on the same experiment each week providing better control, instead of running five different experiments simultaneously each week. By Spring 2010 Dr. Kouassi had reduced the number of simultaneously run experiments from five to three (or two in some cases). Funds were requested in the Chemistry FY10 consolidated annual report to purchase additional small equipment items for CHEM 370 lab in order to eliminate the need to run simultaneous experiments by providing enough set ups to accommodate a lab section of 22 students (working in pairs of two or three).

Student evaluation comments were somewhat mixed but overall positive. The students recognized and appreciated Dr. Kouassi's "accessibility and willingness to help". Negative comments about Dr. Kouassi's accent were far far fewer than in previous years as he has taken steps to improve his enunciation and diction. Dr. Kouassi has addressed student evaluation comments in his narrative and continues his effort to improve his teaching.

Classroom Evaluations by Peers: In review of the classroom evaluations by peers it is found that in these snapshots of the lecture Dr Kouassi gave very organized, detailed presentations of material, encouraging student interaction. Dr.Kouassi's classroom evaluations by peers were excellent with an average score of 4.75

Classroom Evaluations by Chair: Again, in the classroom evaluation by the Chair, the lectures seemed well thought out, with a review of material from earlier lectures. In these evaluation snapshots Dr. Kouassi seemed to have a good rapport with his students, and performed well in lecture. The average score was 4.60.

Review of syllabi, teaching materials, etc.: After reviewing the course materials provided by Dr. Kouassi the Chair finds that he deserves a rating of **3.80** on this benchmark. Dr. Kouassi demonstrates great strength in accessibility to students, has excellent course content and competent organization. However, the CHEM 370 lab syllabus is unclear in the section "Grading". A statement is made that the lab will count as 25% of the total course grade and that each lab section will be graded in a uniform manner. However, no further details are given about how each lab report or the lab notebook will be graded. Overall, the course material is covered with appropriate rigor for each course (200, 300, and 500 level courses), and Dr. Kouassi adheres well to departmental academic policies.

Review of Extended Teaching Duties: In review of the extended teaching duties performed by Dr. Kouassi during the evaluation period, the Chair finds that Dr. Kouassi has made a positive contribution to the department in three of the items listed in section IV.1. D of the department criteria on extended teaching duties, rating a rating of highly effective (**3.49**) for that benchmark. Extended teaching duties for Dr. Kouassi include: (1) development and/or supervision of student research; (2) attendance at scientific meetings or workshops, and (3) service as mentor for undergraduate student presentations. Dr. Kouassi served as faculty mentor to one undergraduate student and two graduate students (including one thesis defense). In addition Dr. Kouassi collaborated with Dr. Mark Boley in Physics on a project involving two physics students. Dr. Kouassi attended and presented work at the national ACS meeting in San Francisco. He mentored two undergraduate student presentations at a state meeting (Illinois State Academy of Sciences), as well as three presentations at WIU URD.

Having reviewed the materials submitted by Dr. Gilles Kouassi for the evaluation period of PY4 (Fall 2009-Summer 2010) the Chair finds that his overall performance in the area of Teaching/Primary Duties meets the requirements for retention with an excellent overall score of **20.35**. The steady improvement in student evaluation scores are commendable, as is the way comments are addressed by Dr. Kouassi in his narrative summary, as he looks for ways to better meet the needs of the students. The Chair recognizes the fact that Dr. Kouassi is looking for ways to improve his teaching, through improving his accented speech, and by developing new laboratory exercises for CHEM 370 lab. The Chair concurs with the DPC in advising Dr. Kouassi that he should make every effort to continue to improve the organization and safety of the CHEM 370 lab.

The department Chair and DPC chair met together with Dr. Kouassi in April 2009 as he was finishing his PY3 academic year to better advise him, and to provide him with small benchmarks for steady progress in the tenure process. The memo summarizing the advice given for his PY4 year is included in the portfolio. The PY4 Benchmarks in teaching included: 1) Improve student evaluation scores, and 2) Revise experiments in CHEM 370 to improve safety. Advice given:

"This may be accomplished by making a concerted effort to speak slowly and loudly. Perform mid-term student evaluations for your own use during the semester, and adjust your teaching accordingly. For the end of the semester student evaluations, address all student comments in your portfolio narrative to show positive changes you have made, and plan to make. Also address any positive steps you made to improve the laboratory experience."

Overall the Chair commends Dr. Kouassi on meeting the suggested teaching benchmarks for his PY4 evaluation, and for his dedication and professionalism, as well as his efforts to continually grow as a teacher. Dr. Kouassi's mentorship of students and collaboration with Physics is especially appreciated. The Chair joins with the DPC to encourage Dr. Kouassi to continue to improve his teaching, through increasing organization, improving his diction, and the development of new lab exercises. Dr. Kouassi's flexibility and ability to take on new challenges, and to continually improve performance should aid him in the tenure process.

II. EVALUATION OF SCHOLARLY/PROFESSIONAL ACTIVITIES

Evaluation of scholarly/professional activities will be based on Article 20 of the WIU/UPI 2011-2015 Agreement and the Department Criteria.

Recommendation: ☒ Meets requirements ☐ Does not meet requirements

Include below a narrative explanation of your recommendations, summarizing specific accomplishments and any notable concerns. If a recommendation is negative, explain the reasons, based on contract language and Department Criteria.

After reviewing the materials submitted for this evaluation period (Fall 2009 - Summer 2010), the Chair believes that Dr. Kouassi deserves an Excellent rating in scholarly/professional activities. Based on values assigned using the current department criteria, **Dr. Kouassi's scholarly/research activities meets the requirement for retention in the area of Scholarly and Professional Activities.**

According to the Chemistry Department Criteria for Evaluation, Promotion, and Tenure in the area of Scholarship/professional activities:

Total Scholarly/Professional Activities Performance will be defined by the following system:

EXCELLENT (E)	=	17.5	-	25.0
HIGHLY EFFECTIVE (HE)	=	15.0	-	17.4
SATISFACTORY (S)	=	13.0	-	14.9
UNSATISFACTORY (UN)	=	5.00	-	12.9

Each scholarship activity evaluated will be assigned points as listed in the Department Criteria and a total score is used to assign the descriptor above (E), (HE), (S), or (UN).

During this evaluation period in Dr. Kouassi: has submitted a significant external grant (Research Corporation) proposal (not funded) and two URC proposals (not funded). Dr. Kouassi will address reviewer comments and resubmit the Research Corporation application in FY11. Dr. Kouassi also plans to submit a grant proposal to NIH on the effects of polyphenols on the growth of cancer cells by June 11, 2010.

Also during the evaluation period Dr. Kouassi submitted a research article to *Current Nanoscience* of which he was the sole author. Dr. Kouassi is also currently addressing reviewer comments on a previously submitted manuscript. Dr. Kouassi has several papers either under revision or in various stages of preparation.

In addition Dr. Kouassi presented a research paper at national American Chemical meeting in San Francisco, March 2010, and mentored one graduate student paper at the Illinois State Academy of Sciences in April 2010.

The efforts demonstrated by Dr. Kouassi thus far in to publish his work and in seeking funding are highly encouraging. The Chair concurs with the DPC in belief that "the publication activities reported for the current evaluation period portends to a productive publication record for Dr. Kouassi in the years to come."

However, the Chair wishes to remind Dr. Kouassi that the Chemistry Department Criteria states:

"For tenure or promotion to Associate Professor, a rating of Excellent (E) in the area of teaching/primary duties, a rating of Highly Effective (HE) or better in the area of scholarly/professional activities, and a rating of Highly Effective (HE) or better in the area of service are required. Included in the achievement of a rating of Highly Effective for Scholarly/Professional Activities in the evaluation for tenure or for promotion to associate professor, the faculty member must have at least two-peer-reviewed article describing scholarly work carried out at WIU (on which the faculty member is either the principal author or a major contributing author) published in national/international journal(s)."

The department Chair and DPC chair met together with Dr. Kouassi in April 2009 as he was finishing his PY3 academic year to better advise him, and to provide him with small benchmarks for steady progress in the tenure process. The PY4 Benchmarks in research/scholarship included: 1) Submit for publication one paper to a refereed journal using WIU students as coauthors, and 2) Continue to submit external and URC grant applications. Advice given: "Seek URC funding for student support to attract more graduate students." Dr. Kouassi responded positively and has met both of these benchmarks.

The Chair commends Dr. Kouassi for his development of a viable research program and his efforts in research/scholarly activities made this past year. Especially noted is the collaborative work Dr. Kouassi has undertaken with Dr. Mark Boley in Physics, which benefits students in both departments. The Chair also reminds Dr. Kouassi that the department Chair and members of the DPC are more than willing to review manuscripts and grant applications for his prior to submission. Dr. Kouassi is advised to seek out the expertise of senior members of the faculty as he writes.

III. EVALUATION OF SERVICE ACTIVITIES

Evaluation of service will be based on Article 20 of the WIU/UPI 2011-2015 Agreement and the Department Criteria.

Recommendation: ☒ Meets requirements ☐ Does not meet requirements

Include below a narrative explanation of your recommendations, summarizing specific accomplishments and any notable concerns. If a recommendation is negative, explain the reasons, based on contract language and Department Criteria.

After reviewing the materials submitted by Dr. Kouassi for the evaluation period, **the Chair finds that Dr. Kouassi meets the requirement for retention in the area of service as established by the current department criteria, with an excellent rating.**

The Chemistry Department criteria states:

Total Service Activities Performance will be defined by the following system:

EXCELLENT (E)	=	17.5	-	25.0
HIGHLY EFFECTIVE (HE)	=	15.0	-	17.4
SATISFACTORY (S)	=	13.0	-	14.9
UNSATISFACTORY (UN)	=	5.00	-	12.9

Each service activity evaluated will be assigned points as listed in the department criteria and a total score will be used to assign the descriptor above (E), (HE), (S), or (UN).

Department Level:

During the evaluation period, Dr. Kouassi has served as Graduate Program Director and graduate Advisor in Chemistry. As a chair of the graduate committee Dr. Kouassi reviewed

numerous applications for admission, and requests for course waivers and substitutions, as well as reviewed graduate degree plans. As the chemistry Graduate Student Advisor for FY10 Dr. Kouassi met with 37 students each semester advising them on their course schedules. Dr. Kouassi also served on the Chemical Safety and Security committee, the chemistry general education assessment committee, and grade appeals committee, as well as served as Chem Club faculty advisor. In addition, Dr. Kouassi provided service as thesis committee membership for six students who defended their theses during the evaluation period.

College Level and University Level Committees:

In response to PY4 service benchmarks recommended by the department Chair and DPC at the end of his PY3 year, Dr. Kouassi sought out opportunities on College and University level committees. Dr. Kouassi served as a member of CAS Graduate Committee, CAGAS, and the University Technology Advisory Group (UTAG).

Also noted is the tremendous service Dr. Kouassi performed as referees for national and international journals.

The Chair wishes to remind Dr. Kouassi of the following statement in the Department Criteria:

To achieve the rating of HE in the evaluation for tenure or for promotion to associate professor, the faculty member must, chair departmental committees, serve as faculty sponsor for a student organization, or have served on at least one college committee, one university committee, or one pertinent community/regional committee. This higher level service must have been for a cumulative total of two years or more.

The Chair concurs with the DPC that Dr. Kouassi has should continue to seek out opportunities to serve at the College and University levels, as well as to volunteer to take additional leadership roles in department level service. The Chair commends Dr. Kouassi for his service activities and joins the DPC in congratulating him for these efforts.

Note: For retention, tenure, and promotion, faculty must "meet requirements" in all three areas (teaching/primary duties, scholarly/professional activities, and service) to be "recommended" on the Transmittal Sheet. For the PAA, faculty must "meet requirements" in teaching/primary duties and for one other area (scholarly/professional activity or service) to be "recommended" on the Transmittal Sheet.