

## **Faculty Evaluation Policy**

### **Tenured Faculty**

Each tenured faculty member will be fully evaluated at least every other year. A full evaluation constitutes student evaluations given in all the faculty member's fall classes, as well as at least one other evaluation of teaching, generally a class visit by the department head. The department head will write a formal evaluation of the faculty member addressing four categories: classroom instruction, scholarly/creative activity, University service (*which includes community service*), and overall summary. In addition to the written portion of this formal evaluation, the department head will assign ratings (*i.e. Very Good, Good, Satisfactory (average), Unsatisfactory*) describing the faculty member's performance in each category. The department head and the faculty member will meet to assure that the evaluation contains no errors of fact and that the faculty member understands the evaluation and has an opportunity to provide additional information if desired as a rebuttal. A copy of the completed evaluation and updated vita on each faculty member should be filed in the dean's office.

Each year, the department head will send the dean and the Vice President for Academic Affairs an alphabetical list of the faculty members who were fully evaluated along with the summary ratings for each of these faculty members.

### **Probationary Tenure-Track Faculty**

Probationary tenure-track faculty members are evaluated each year, using the same evaluation process described above for tenured faculty. In addition, each probationary tenure-track faculty member will have a conference meeting with the dean and department head. At the conclusion of this conference, the dean will add his or her recommendation, including recommendation for reemployment, to the formal evaluation. Each year, a copy of the completed evaluation and an updated vita on each faculty member should be filed with the faculty member, department head, dean and Vice President for Academic Affairs.

In the third probationary year, the faculty member being evaluated will have a conference meeting with the dean, department head, and the Vice President for Academic Affairs. During this conference, one of the following administrative conclusions will be reached and shared with the faculty member:

If the faculty member continues with his or her present progress, it is likely the faculty member will be granted tenure at the beginning of his or her sixth year of service.

If the faculty member continues with his or her present progress and satisfactorily addresses recommendations for improvement, it is likely that the faculty member will be granted tenure at the beginning of his or her sixth year of service.

On the basis of the faculty member's past performance, the faculty member will not be recommended for reemployment.

In the fifth probationary year, the department head and dean will recommend in writing whether the faculty member should be granted tenure beginning the following year. A recommendation for tenure must include a written statement by both the department head and dean that the faculty member's classroom instruction is at least above average (*i.e. Good or Very Good*).

### **Non-Tenure-Track Faculty, with one-year renewable appointments**

The evaluation process for this category of faculty is the same as that described for probationary tenure-track faculty, with the exception that no interviews are scheduled with the dean or Vice President for

Academic Affairs unless the department head so desires. The faculty member's completed evaluation is filed with the department head and a copy is sent to the faculty member.

### **Non-Tenure Track Faculty, with one-year appointments**

No written evaluation is required unless the department head expects to recommend reappointment for the following year. If reappointment will be recommended, the faculty member must be fully evaluated through student and department head evaluations; in these cases, the department head evaluation will focus primarily on the faculty member's classroom instruction. The faculty member's evaluation is filed with the department head and a copy is sent to the faculty member.

### **Part-Time Faculty**

Written evaluations are left to the discretion of the department head. Student evaluations of part-time faculty members are strongly recommended.