

## **S. ANNUAL PERFORMANCE EVALUATION**

**Annual evaluations are a part of an on-going process of Faculty development and goal setting. Annual evaluations must be conducted every year regardless of budgetary conditions surrounding merit pay increases.** The annual evaluation of Faculty for merit pay consideration is based upon the accomplishments of Faculty Members in the areas of teaching effectiveness, academic support/advising, scholarship, professional activity, and service during the academic year preceding the time of evaluation. Student evaluations (see Appendix I) ~~will be~~ **may be** used as ~~flags-~~ **indicators** for areas of weakness and strength in teaching.

**Utilizing the format in Appendix F, the Faculty Member shall outline/list his or her goals for Teaching (instructional delivery and academic support/advising), Scholarship (research/performance/editorial work and professional activity), and Service (departmental, college and university). This shall be submitted to the Department Chair in electronic format by September 15. The Faculty Member has the option of requesting a meeting to clarify any issues. The Chair shall request a meeting with the Faculty Member if he or she has any concerns or questions about the goals. Failure to request this meeting within one week of their submission implies the goals are acceptable and appropriate.**

**During the first week of the spring semester, Faculty may request a re-alignment of weightings and adjust goals. Between April 1 and April 15, (specific date to be established by individual Department Chairs) the Faculty Member shall update Appendix F and explain how each goal was accomplished and/or offer brief explanations of the status of each goal and send it electronically to the Department**

23 **Chair. The Department Chairs will respond to each criterion and provide an**  
24 **appropriate rating.** Quality teaching, scholarship, and service will be evaluated as defined  
25 by departmental standards available from the department chair. (See Section III: M.I.,  
26 General Criteria for Evaluation)

27 **An over-all rating will be determined by examining all of their criteria and their**  
28 **respective weightings. The over-all rating will serve as the basis for raises (if available)**  
29 **and post tenure review. The Chair's completed evaluation will be provided to Faculty by**  
30 **May 15. Faculty MUST schedule a meeting with the Chair if any area receives a score of**  
31 **"Fails to Meet Expectations" or the Faculty Member requests it. That meeting must be**  
32 **completed by May 26. Faculty who receive a less than satisfactory rating for teaching**  
33 **performance from the department chair will not be considered for general salary increases.**

34 **Any Faculty Member who receives an overall rating of "Fails to Meet Expectations" in**  
35 **an annual performance review shall work with the Department Chair to develop goals for**  
36 **the upcoming year to address issues that resulted in the unsatisfactory evaluation. If the**  
37 **Faculty Member is receiving an over-all score of "Fails to Meet Expectations" for the**  
38 **second time in three years, he or she will be placed in Post-tenure Review. (Refer to V-Post**  
39 **Tenure Review in the FPPM)**

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41 ~~Faculty Members will submit a self-evaluation form (Appendix F) and a self-evaluation of~~  
42 ~~professional teaching development to the department chair by October 1, prior to the review~~  
43 ~~conference with the chair. Department chairs will evaluate Members of their departments and~~  
44 ~~hold a conference with each of them during the spring semester.~~

45 Faculty who receive a less than satisfactory ~~“fails to meet expectations”~~ rating for teaching  
46 performance from the department chair will not be considered for general salary increases.  
47 Faculty who receive a rating of Needs Improvement for teaching performance from the  
48 department chair will only be eligible for a less than average salary increase. Faculty who receive  
49 a rating of Needs Improvement for teaching performance from the department chair for two  
50 consecutive academic years will not be considered for general salary increases.

51 College deans are responsible for ensuring equitable application of standards among college  
52 departments, and the Vice President for Academic Affairs is responsible for ensuring the same  
53 equity throughout the University. After consideration of all recommendations and available  
54 funds by the deans and the Vice President for Academic Affairs, the deans shall, in consultation  
55 with their department chairs, develop specific monetary recommendations for salary increases.

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#### 57 **Timeline for Faculty Annual Review**

58 **September 15 – Goals outlined and submitted electronically to Department Chair,**  
59 **utilizing the form in Appendix F.**

60 **First week of spring semester – Faculty member may request a re-alignment of**  
61 **weightings and adjust goals.**

62 **April 1 - April 15 – (specific date to be established by individual Department**  
63 **Chairs) - Faculty shall submit Appendix F indicating their accomplishments or**  
64 **progress on each goal.**

65           **May 15 – Department Chair shall address each criterion on Appendix F and return**  
66 **it to the Faculty Member.**

67           **May 26 - If any area received a score of “Fails to Meet Expectations” or the Faculty**  
68 **Member requests it, the Faculty Member must meet with the Department Chair prior to**  
69 **May 26.**

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71 ~~April 10-14 Approximately three weeks before classes end, Student Assessment of Instruction~~  
72 ~~forms will be distributed in classes.~~

73 ~~May 1 Student Assessment of Instruction data will be available to department chairs for all courses~~  
74 ~~except those taught by the Department Chair.~~

75 ~~The day following the deadline for submission of grades, Student Assessment of Instruction data will~~  
76 ~~be available to Faculty and department chairs for the courses taught by them.~~

77 ~~May 26 Last day for annual review meetings between department chairs and Faculty.~~

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82 June 15           Faculty contracts issued.

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