

## Annual Faculty Evaluation Process

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### Goals of the Process:

As indicated in the Faculty Handbook (2.5.1), the goals of the annual faculty evaluation process are:

- a) To enhance university wide actualization of its Mission and produce cohesive efforts within and across departments and schools to achieve the University's stated purpose of providing an excellent education to every student.
- b) To review the faculty member's annual objectives and measure progress since the last review.
- c) To encourage the faculty member's personal and professional growth.
- d) To acknowledge noteworthy performance.
- e) To assist in the determination of compensation, suitability for promotion or the determination of continued employment.

### Process:

**Ongoing Performance Discussions:** The faculty member should meet with their primary evaluator regularly to discuss their strengths and development areas in terms of their current position and future goals. There should never be any surprises during the evaluation process.

**Faculty Self-Assessment:** By May 15th, the faculty member will electronically submit their self-assessment of their performance from the past year following the template included at the end of this document.

This self-assessment includes:

- A clear indication of whether they met, did not meet, or partially met their professional expectations from the previous year
- A summary of their performance which conveys:
  - The achievement of the outcomes from their previous Professional Development Plan
  - An assessment of their teaching effectiveness, outcomes of any administrative assignments where time was reassigned, service efforts, and scholarly progress and accomplishments
- A copy of their portfolio report from Faculty Success (formally Digital Measures) for the academic year under review
- Their Professional Development Plan for the upcoming year

An email will be sent to the faculty member with the link to the appropriate workflow on or before September 1<sup>st</sup> and the link can also be found on the Provost's portal page. Once submitted, the faculty's documentation will be forwarded to their primary evaluator through the electronic workflow system.

**Primary Evaluator's Assessment:** By June 30<sup>th</sup>, the primary evaluator will review the materials and electronically submit their assessment of the faculty member's performance.

This assessment includes:

- A clear indication of whether the faculty member met, did not meet, or partially met their professional expectations from the previous year
- A summary of the faculty member's performance which conveys:

- A brief assessment of the faculty member's teaching effectiveness, outcomes of any administrative assignments where time was reassigned, service efforts, and scholarly progress and accomplishments
- The degree to which the faculty member achieved the outcomes from their professional development plan
- The faculty member's most notable professional accomplishments
- Suggestions for further growth and improvement
- An overall rating of the faculty member's performance

Once submitted, the primary evaluator's assessment will be forwarded to the faculty member for their review or rebuttal.

**Dean's Review:** The dean will review the assessment documentation for each faculty. At this point, the Dean has the opportunity to provide additional comments regarding the faculty member's performance.

Once reviewed, the Dean will archive the assessment in the electronic workflow system.

All parties can review the status of the AFE at anytime by using the Workflow menu in the Faculty Success system.

## **Instructions for Faculty Self-Assessment Template:**

1. **Achievement of Professional Development Plan (PDP) Outcomes**
  - a. Concisely enter each outcome for the past year from your previous PDP
2. **Performance Summary**
  - a. Construct a brief summary, approximately two pages or less, reflecting on your performance in the areas listed below:
    - i. Teaching effectiveness as outlined in section 2.9.5 of the Handbook
    - ii. Outcomes of any administrative assignments where time was reassigned
    - iii. Service efforts
    - iv. Scholarly progress and achievements
  - b. In the summary, make sure to address any areas where you were not able to meet expectations.
  - c. Upload this summary into the electronic workflow system.
3. **Faculty Activity Report from Faculty Success (formally Digital Measures)**
  - a. Make sure all activities and evidence to support your content expertise, course design work, peer reviews, service efforts, and scholarly work is updated in the Faculty Success system.
  - b. The system will automatically generate a Faculty Activity Report based on the information which has been entered into the system.
  - c. Review the report by clicking on the PDF icon.
  - d. If additional information needs to be added, save your AFE work and upload the needed information.
  - e. Return to the AFE task and review the report again to make sure that all information is present.
4. **Professional Development Plan**
  - a. The system will automatically generate your PDP report based on what you have entered.
  - b. Review the PDP report by clicking on the PDF icon.
  - c. If changes need to be made, return to the PDP screen to update the information.
5. **Submit the Self-Assessment**
  - a. Once all information and documentation has been included, use the button on the bottom of the page to submit your self-assessment to your primary evaluator.

## **Instructions for the Primary Evaluator's Assessment Template:**

- **Professional Expectations**
  - a. Indicate the degree to which the faculty member has met the stated expectations listed in the table using the following scale: Fully Met, Partially Met, Not Met, or Not Applicable.
  - b. Provide any comments regarding your assessment. This is optional if they have fully met all applicable expectations; otherwise, you must provide an explanation of why you assessed the faculty as partially meeting or did not meet any specific expectation.

- **Performance Summary**
  - a. Construct a brief assessment of the faculty member's performance over the previous year making sure to include the following areas:
    - i. Achievement of their PDP outcomes
    - ii. Teaching effectiveness
    - iii. Outcomes of any administrative assignments where time was reassigned
    - iv. Service efforts
    - v. Scholarly progress and achievements
    - vi. The faculty member's most notable professional accomplishments
    - vii. Suggestions for further growth and improvement
  - b. Upload the performance summary into the electronic workflow system.
- **Overall Performance Rating**
  - a. Rate the overall performance of the faculty member using the following scale.
    - i. Met expectations in all areas
    - ii. Met most expectations but needs improvement in a specific area  
(If this option is selected, the performance summary must clearly document 1) what needs to improve, 2) suggestions and resources available for improvement, and 3) clear performance expectations.)
    - iii. Need improvement in multiple areas  
(If this option is selected, the performance summary must clearly communicate the performance deficits and a performance improvement plan must be initiated.)
- **Submit the Self-Assessment**
  - a. Once all information and documentation has been included, use the button on the bottom of the page to submit the performance assessment.

**Instructions for Faculty for AFE Review:**

- Once they receive notice their Primary Evaluator has completed their review, the faculty member should review the information.
- They can choose to either 1) send the AFE to the Dean or 2) return the AFE to their Primary Evaluator with comments or a rebuttal.
  - a. If they send it back for rebuttal, the Primary Evaluator can choose to add comments.
  - b. The Primary Evaluator will forward it to the Dean once complete.

**Instructions for the Dean:**

- The dean will review the information provided and may add comments in the field provided.
- They will also rate the faculty member's performance.
- Once complete, they will submit it to the Office of the Provost for archiving.

At any time, anyone in the process can see where the AFE is by checking their Workflow menu in Faculty Success.