

ANNUAL FACULTY EVALUATION PROCEDURES

Introduction

The annual review of each faculty member provides the primary basis for the Academic Unit Head's recommendations relating to merit salary adjustments, successive appointment for non-tenured faculty, promotion and tenure. Furthermore, this annual review is to provide guidance and assistance to all faculty in their professional development and academic responsibilities in the areas of (1) teaching, (2) service, (3) scholarship and (4) professional renewal. See Chapter Three of the Faculty Handbook for a detailed explanation of the criteria for these four areas.

Teaching

Teaching is the primary duty of most UAM faculty and it is essential that quality teaching be encouraged, recognized, and rewarded. Teaching may be defined in terms of providing for student learning in a variety of ways, including classroom or clinical instruction, team teaching, independent study or research supervision, multi-disciplinary teaching activities, course preparation and teaching strategies.

Service

Service is defined in terms of service to the university, the profession, and the community and may include activities such as work on university, departmental and professional committees; discipline-related community involvement; university, departmental, professional and administrative service; curriculum development; student advising and recruitment; direction of in-service education courses or programs; and public relations.

Professional Growth (Scholarship) and Development (Renewal)

Professional Growth and Development is defined in terms of those activities and work products that contribute to the professional growth of the faculty member and the academic discipline. Activities in this category may include, but are not limited to, active participation in and/or recognition by professional organizations; attendance at, participation in or sponsorship of workshops, institutes, symposia and conferences; research activities; writing grant proposals; receiving grant funds; publications; continuing academic preparation; and participation in professional activities external to the university which enhance performance in assigned responsibilities (such as editing, consulting, and clinical practice). In fields where appropriate, performances, concerts, exhibitions, and other creative endeavors contribute to professional growth and development.

The Evaluations

PROBATATIONARY FACULTY

Tenure-track faculty prior to receiving tenure and non-tenure-track faculty in their first six years of service will use the following procedures. Teaching represents the unifying mission of the university throughout the faculty and the academic units.

Student Evaluation

The role of student evaluations is twofold: 1) to help the instructors improve the course; and, 2) to help administrators make more informed judgments about teaching effectiveness when making recommendations about salary, promotion and tenure. Students will assess each course late in the fall and spring semester using UAM's standardized format. Should a faculty member teach multiple sections of the same course during the year, departmental faculty shall decide if all sections of that course will be evaluated. After all campus grades are submitted, the results of each evaluation will be sent to the Academic Unit Head. Results are then distributed to the individual faculty member.

Faculty Self-Evaluation

The role of the Faculty Self-Evaluation (using the standardized format) is to present the faculty member's accomplishments of the previous year. This Faculty Self-Evaluation will be used for peer and administrative evaluations. It is the duty of each faculty member to demonstrate effective performance, as determined by departmental criteria, in all three (3) areas, and it is advisable to include as much detail as necessary for a fair and objective appraisal. Emphasis should be placed on the period since the last evaluation, or for new faculty, since employment. If requested, the Academic Unit Head will offer advice concerning formation of the evaluation. If there are legitimate mitigating factors that have limited the faculty member's performance, or if there are contributions to the department or university which are not presented elsewhere, statements should be attached to the Faculty Self-Evaluation which clearly and concisely explain such factors.

Faculty Peer Evaluation

The role of peer assessment is to provide information based on the Faculty Self-Evaluation and familiarity with other documental knowledge. Each faculty member will be evaluated by a committee of at least three peers (if numerically possible) selected from within the department. The method of peer selection is to be determined by the faculty of each department, except that the faculty member being evaluated will be allowed to choose at least one member of the committee. In departments with fewer than three faculty members, two additional faculty from other departments will be chosen, one by the Academic Unit Head and one by the faculty member being evaluated. The Academic Unit Head will review each faculty member's submissions and then forward them to the faculty responsible for conducting the peer evaluation. Each member of the evaluation

committee will study all documents provided by the faculty member, consulting with the faculty member if necessary, and then submit to the Academic Unit Head (using the standardized format) a signed, independently-conducted evaluation.

Academic Unit Head's Evaluation

The Academic Unit Head's role is to review the Faculty Self-Evaluation and supporting materials, in conjunction with the peer evaluations and results of student evaluations, plus any other documental knowledge, and to make recommendations to the Provost and Vice Chancellor for Academic Affairs (VCAA) relating to each faculty member concerning: 1) merit salary adjustments, 2) successive appointment for non-tenured faculty, and 3) guidance and assistance concerning the faculty member's professional development and academic responsibilities. The Academic Unit Head will prepare a Faculty Evaluation using the standardized format. The Unit Head will meet with each faculty member to discuss all issues relating to the evaluation and must provide a copy of the tentative evaluation to the faculty member. Faculty shall have prior access to their peer and tentative evaluations. An opportunity is provided for any faculty member to submit a written response.

Provost and Vice Chancellor for Academic Affairs' Evaluation

The role of the Provost and VCAA is to review the material, complete an assessment (using the standardized format); and, in consultation with the Academic Unit Head, make the final decision relating to each faculty member concerning: 1) merit salary adjustments, 2) successive appointment for non-tenured faculty, and 3) guidance and assistance concerning the faculty member's professional development and academic responsibilities. The Academic Unit Head's final evaluation and any additional materials (Faculty Self-Evaluation with all supporting materials, and student and peer evaluations) should be included.

NON-PROBATIONARY FACULTY

Tenured faculty and non-tenure-track faculty who have completed six years of service are required to undergo the full evaluation process at least once every five years. During the interim the evaluation will be as follows:

Student Evaluation

Faculty will be evaluated by at least one class per year. The course will be chosen by the Academic Unit Head. The faculty member may request an evaluation of additional classes of his/her choice.

Faculty Self-Evaluation

The faculty self-evaluation will consist of an update and/or addendum of relevant activities occurring during the previous year. It will include professional plans for the next year.

Faculty Peer Evaluation

Each faculty member will be evaluated by at least one peer during the year. The peer reviewer will be appointed by the Academic Unit Head. The faculty member may request additional peer reviewers of his/her choice.

Academic Unit Head's and Provost/Vice Chancellor for Academic Affairs' Evaluation

Administrative evaluations will consist of an update of the previous evaluation.

Complete Evaluations

A faculty member retains the option to have a full evaluation in any year by notifying the Academic Unit Head by November 15. Any faculty member receiving an "Unsatisfactory" or "Needs Improvement" rating on Overall Performance must have a full evaluation the following year. Faculty hired with tenure will submit a partial evaluation during their first semester and a complete evaluation during the second year.

Evaluation Disposition

The Academic Unit Head and Provost and VCAA will each provide to the faculty member a copy of their respective final evaluations. The Faculty Self-Evaluation, Peer, Student, Academic Unit Head, and Provost and VCAA's evaluations, and all written responses provided by faculty to any of the evaluations will be filed in each faculty member's permanent file. Since the Annual Faculty Evaluations will also be used in assessing faculty for tenure and promotion, each faculty member's permanent file should contain the Faculty Self-Evaluation and the Student, Peer and administrative evaluations covering the previous six years.

The Process

Utilizing Evaluations

The Provost and VCAA, in consultation with the Academic Unit Head, will make the final decision relating to: 1) merit salary adjustments, 2) successive appointment for non-tenured faculty, and 3) guidance and assistance to each faculty member concerning professional development and academic responsibilities. Faculty who receive "Needs Improvement" or "Unsatisfactory" assessments in the categories of teaching, service, scholarship and professional renewal will be required to work with their Academic Unit

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Head to address the deficiencies before the next annual evaluation. Non-tenured faculty who receive non-reappointment or dismissal notices will also work with their Academic Unit Head to complete their present assignments satisfactorily.

Monitoring, Evaluating and Updating

Should individual faculty or administrators deem the process to be ineffective or unfair, they should submit a signed, written report to the Chair of the Faculty Council detailing the problems and recommending solutions. The Chair of the Faculty Council will then study all reports and seek counsel with Officers of the Academic Council and Faculty Council. If the problems are verifiable, the Chair will convene an ad hoc committee of the Faculty Council to assess the problems and recommend solutions to the Faculty Council prior to the end of the spring semester. The Chair will submit a written response to all individuals initiating reports.