

## Annual Faculty Evaluation Instructions

1. The annual performance appraisal is one of the most important activities conducted by the schools and the College. As its name implies, it must be conducted each year. It begins with the individual faculty member's *Self Evaluation*. The school director responds with the *Director's Assessment*. The director should meet with each individual faculty member to discuss the *Self Evaluation*, the *Director's Assessment*, *Progress Toward Tenure Review* (if applicable) and the *Annual Assignment* for the upcoming year. The Collective Bargaining Agreement (CBA) requires this meeting occur by the end of March.
2. Each faculty member must complete a *Self Evaluation* and submit it to the school director by the 2<sup>nd</sup> Friday in February. This *Self Evaluation* is an assignment and it is the individual faculty member's responsibility to insure it is completed and submitted on time. Faculty members who have not submitted their *Self Evaluation by the 2<sup>nd</sup> Friday in February* are in non-compliance and are subject to sanctions which may range from a reminder notice to a letter of reprimand. **Faculty members who have not submitted a *Self-Evaluation* by the 2<sup>nd</sup> Friday in February can be assessed by the director without it.**
3. This is a short timeline which is being driven by two factors: 1) SPOT scores are promised to be available by mid-January at the latest; and 2) the CBA requires the evaluation be completed within 90 days of the close of the evaluation period. **The evaluation period for the college is the calendar year; therefore, the evaluation must be completed by the end of March. Faculty are urged to start their *Self Evaluation* immediately upon receiving the call-in order to meet the deadlines.** Testing and Evaluation will have the SPOT results available to the colleges by mid-January. However, faculty members can have most of their *Self Evaluation* completed before the SPOT scores arrive. Faculty members and directors are urged to move quickly in this process and complete each step on time.
4. The school director uses the *Self Evaluation* to complete the *Director's Assessment* form. The *Director's Assessment* must include the reasons for

evaluation scores in Instruction, Scholarship, and Service. **Any assessment score below (3), Meets Expectations, must be accompanied by a plan for remediation.** Directors who have not received a *Self Evaluation* for a faculty member by the **2<sup>nd</sup> Friday in February** must complete the *Director's Assessment* form using whatever information is available and proceed with the evaluation process. The assessment should note the faculty member's failure to comply with the College's evaluation process.

5. All tenure line faculty must be reviewed during this process for their progress toward achieving tenure. The annual *Progress Toward Tenure Review* is a snapshot of each year's contribution to overall progress toward achieving tenure and is based on the annual evaluation. The annual *Progress Toward Tenure Review* form must be completed by the director. Every effort should be made to conduct this assessment with the tenured faculty in the School. The director should include comments and recommendations from the tenured faculty on the form and discuss same with the untenured faculty member under review.

6. The School director must meet with each faculty member to discuss both **the *Self-Evaluation***, and the **Director's Assessment**. The meeting must include the *Progress Toward Tenure Review* for all untenured faculty members. The meeting should also include a discussion of the upcoming academic year's Assignment. The Assignment may be revised later based on changes in the course schedule or other needed adjustments. **This meeting must occur by the end of March or 90 days following the close of the evaluation period, December 31<sup>st</sup> of the preceding year. It is the school director's responsibility to ensure that this deadline is met.**

7. The director and the faculty member must both sign and date the **Director's Assessment** and, if applicable, the *Progress Toward Tenure Review*. The faculty member's signature only affirms the faculty member's receipt of the evaluation. The faculty member has the right to submit a response to the *Director's Assessment*. In such cases, the faculty member's response to the *Director's Assessment* will be filed with the evaluation. The evaluation packet for each year should include the Assignment for the evaluation period, the *Self Evaluation* by the faculty member, the *Director's Assessment* including remediation plans if needed, the upcoming year's Annual *Assignment*, and when appropriate, the *Progress Toward Tenure Review*. It should also include any reminder notices and

other pertinent correspondence in reference to the evaluation between the faculty member and the director.

8. The annual assignment must be entered into FAIR and electronically signed by faculty member, director and dean to be considered complete. If the annual assignment changes, the changes must be reentered and then signed by the faculty member, director and dean again.