X. Policy and Guidelines on Faculty Evaluation

Faculty members are subject to evaluations throughout their careers since decisions must be made about matters such as salary increases and the assignment of time for research. The criteria and standards used in these evaluations shall be similar to those used in reviews for tenure and promotion, except that these continuing reviews shall concentrate on the question of whether the individual has maintained or improved the level of performance which justified hiring, earlier promotions, and/or tenure. The following procedures are designed to ensure that these evaluations are based on factual information, that the faculty member has a timely opportunity to discuss the evaluation, and that a written record will be available in case the faculty member chooses to contest the evaluation.

1. Each faculty member shall submit a written activities report for the year just completed to the departmental chairperson* by the end of the spring semester.

2. Each faculty member shall have an opportunity to meet privately with the departmental chairperson* to discuss the activities report, the departmental chairperson’s salary recommendation for that faculty member, and the type of duties to be assigned during the next year. This opportunity shall occur before any performance evaluation or salary recommendation is submitted to the dean.* It is the responsibility of the departmental chairperson* to notify the faculty of the appropriate period for such a meeting.

3. At the faculty member’s request, the departmental chairperson* shall provide a written statement comparing that faculty member’s performance to the criteria and standards described above and making recommendations for improvement prior to the next evaluation.