

ACADEMIC PERSONNEL POLICY

VI. Academic Personnel Review Process

Each department and college is expected to establish guidelines and procedures for the annual evaluation of all members of the faculty that are consistent with, and may be more extensive than, the following procedures for the annual evaluation of tenured and tenure-track members of the faculty that were established by the Faculty Council.

- A. The job performance of every tenured and tenure-track faculty member will be evaluated each year. This evaluation will be undertaken by each department chair under departmental criteria and procedures. This evaluation process is a minimum requirement, it shall not supplant more extensive departmental procedures.
- B. This review will always include an evaluation of teaching, scholarly work, and service. Each department will develop and apply guidelines for evaluating teaching, scholarly work, and service.
- C. The annual evaluation shall be as follows:
 - a. For non-tenured, tenure-track faculty members, an annual evaluation conference shall be held prior to May 1 of every year. The chair shall discuss the faculty member's strengths and weaknesses in the areas of teaching, scholarly activity, and service. Prior to the conference, the chair shall prepare and forward a "draft" evaluation to each faculty member. Tenured faculty members will receive a copy of the "draft" evaluation, but will not have a conference unless a conference is requested by either the faculty member or the department chair.
 - b. After the conference, the department chair shall then prepare a final written evaluation of said faculty member. The final written evaluation shall have a place for the faculty member's signature which would indicate that the evaluation has been seen and discussed. The evaluation, and one copy will then be forwarded to the faculty member. For tenured faculty members who do not have a conference, the draft copy will become the final evaluation.
 - c. The faculty member shall sign the final evaluation acknowledging receipt. The faculty member may state in writing reason for any disagreement that s/he may have with the final evaluation.
 - d. The department chair shall place the annual written evaluation along with any faculty response in the faculty member's personnel files and shall forward the evaluation and the faculty member's response (if any) to the dean of his/her college.
 - e. Unusual circumstances, such as a faculty member on leave, shall be handled by the department.