

Academic Affairs Manual

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Faculty

Page: 1 of 3

PERIODIC EVALUATION OF TENURED FACULTY

(supercedes PM 99-03)

1.0 Purpose

- 1.1 The purpose of the periodic evaluation is to maintain and improve the effectiveness of tenured faculty members, including, among other matters, the enhancement of instructional performance and careers. It is not the intent of this policy in any way to place the full and unfettered exercise of academic freedom in jeopardy.

2.0 Frequency

- 2.1 All tenured faculty are subject to periodic evaluation at intervals of no greater than five years. Exempt from such periodic evaluation are tenured faculty members who are scheduled for promotion review in a given academic year and who have not withdrawn from promotion consideration.

3.0 General Procedures

- 3.1 A timeline for the evaluation process shall be established by the appropriate administrator (i.e., normally, the dean of the college/school or equivalent unit) and shall include a deadline for the submission of the document by the tenured faculty member being evaluated to the chair of peer review committee of the department or equivalent unit (hereinafter called the "department"). Once the evaluation process has begun, there shall be no changes in criteria, standards, and procedures used to evaluate tenured faculty members. Additionally, there shall be no changes made to a faculty member's document once the evaluation is underway.
- 3.2 Any party to the evaluation may request an external review of the document submitted by a tenured faculty member at any time during the evaluation process. Such a request shall specify in writing (1) the special circumstances which necessitate an outside review, and (2) the nature of the materials needing the evaluation of an outside reviewer. The appropriate administrator must approve the request with the concurrence of the department peer review committee, the department chair, and the faculty member.
- 3.3 The evaluation of a tenured faculty member holding a joint appointment in more than one department shall be conducted by each department in which the individual holds an appointment or may be conducted by a single peer review committee with representatives from each department in which the individual holds an appointment.

Approved: Allen A. Mori

Date: 3-16-07

4.0 Criteria and Standards

4.1 Criteria and standards for the periodic evaluation of tenured faculty shall be developed and updated by each department, based on principles consistent with this policy, and said criteria and standards shall be submitted to the appropriate administrator for review and comment. Criteria and standards shall be as specific to the academic discipline as possible. Generally, the criteria and standards will address instructionally related activities. In the case of tenured faculty members with teaching responsibilities, consideration shall be given to student evaluations of perceived teaching effectiveness (PTEs). Criteria and standards will also address the document to be submitted by the tenured faculty member being evaluated. A copy of this departmental document (i.e., criteria and standards), as well as the timeline and evaluation procedures, shall be made available to the faculty member in a timely manner prior to the commencement of the evaluation process.

5.0 Peer Review Committee Configuration

5.1 The periodic evaluation of a tenured faculty member shall be conducted by a department peer review committee of no fewer than three (3) full-time tenured faculty members who shall have been elected by the tenured full-time faculty of the department, consistent with departmental procedures. If there are insufficient eligible faculty in the department to satisfy the minimum requirement of three (3) committee members, tenured full-time faculty from a related academic discipline shall be elected by the department conducting the evaluation. In addition, tenured faculty from other discipline-appropriate areas may be selected, as determined by the reviewing department, to complement the membership of the peer review committee.

6.0 Evaluation Process

- 6.1 The faculty member to be evaluated shall compile a document that shall cover the period since the last periodic evaluation or promotion review. During the evaluation process, the security and confidentiality of the faculty member's review document shall be the responsibility of the peer review committee chair. Deliberations during the evaluation process shall be confidential.
- 6.2 After conducting its evaluation (including the review of PTEs, if applicable), the committee shall produce a written report of the evaluation with rationale and recommendations, using the department criteria and standards. In addition to the peer review by the committee, the department chair shall conduct an evaluation for the tenured faculty member and make separate recommendations to the peer review committee and the appropriate administrator as may be appropriate.
- 6.3 Thereafter, the chair of the peer review committee and the appropriate administrator shall meet with the faculty member to discuss the strengths and weaknesses of the faculty member's performance and to offer appropriate constructive suggestions, if any, for his/her improvement. Subsequently, the appropriate administrator shall produce a written summary report of the meeting with an assessment of the faculty member's performance.

- 6.4 The department peer review committee's evaluation report and the appropriate administrator's summary report shall be placed in the faculty member's Personnel Action File. Copies of both reports shall be provided to the faculty member. After completion of the evaluation process, the evaluation document shall be returned to the tenured faculty member.

7.0 The Content of the Evaluation

- 7.1 Except in the evaluation of non-teaching faculty, "performance" shall be taken to mean teaching performance, primarily but not exclusively. The University recognizes that the process of education involves faculty participation in activities intended to improve teaching methods, course content, and currency in the field, and in other activities that can be demonstrated to be directly supportive of instructional performance.

8.0 Role of Appropriate Administrators

- 8.1 The appropriate administrators (e.g., instructional deans) are responsible for the following procedures:
- 8.1.1 Annually, in September, inform tenured faculty who are eligible for periodic evaluation during the coming academic year. Distribute in a timely manner to each applicable department and to the Office of Faculty Affairs a list of the tenured faculty to be evaluated. Those tenured faculty who have not been evaluated for the longest period of time shall be the first to be evaluated.
 - 8.1.2 Establish and maintain a relatively even five-year cycle for the periodic evaluation of tenured faculty. Establish a cycle for the annual election of peer review committees at the department level. Maintain a list of committee members and provide a copy of the list to the Office of Faculty Affairs so that committee members may be given access to the PTEs of tenured faculty being evaluated.
 - 8.1.3 Provide the faculty member being evaluated, the department chair, and the members of the department peer review committee with copies of the evaluation document, i.e., criteria and standards, timeline, review procedures.
 - 8.1.4 Ensure that, in any given academic year, the evaluation of tenured faculty members shall be completed by the last day of the spring semester.