

Evaluation Steps

The following procedures will be used for yearly faculty evaluations, except in special circumstances as determined by the President and the Provost.

- a. The Provost announces a deadline for faculty evaluation materials.
- b. Faculty member arranges teaching assessment.
Faculty members and chairpersons are encouraged to observe classroom teaching (required for untenured faculty). Any faculty member who does not or cannot arrange for an observation and report through the department chairperson may do so through their Dean. The presence or absence of such reports will have a significant effect on salary decisions.
- c. The department chairperson reviews course evaluations.
Completed undergraduate student evaluations are available electronically to the department chairperson and the appropriate Dean.
- d. Faculty member completes personal self-report.
All faculty members will submit a completed Personal Self-Report (PSR) and supporting materials to their department chairpersons (or designated other person, should there be no chairperson) at least two weeks prior to the deadline.
- e. Department chairperson evaluates faculty member.
The following steps will be taken by the department chairperson:
 - Chairpersons will complete a Chairperson Evaluation Form (CEF), evaluating each faculty member in the department. Chairpersons should review and discuss with department faculty members the important section of the PSR entitled **Personal Goal-Setting**. Chairs and department members should use these goals as a basis for future evaluations of the faculty member's work. Chairpersons will share and discuss the CEF with the faculty member. Both the faculty member and the chairperson will sign the CEF. The faculty member signs the CEF "in agreement" or "in contention," using the latter should they disagree with the chairperson. The CEF and any explanatory letter from the individual faculty member will then be submitted along with the PSR and supporting materials to the appropriate Dean by the deadline.
- f. Each academic Dean evaluates materials from chairperson and peer evaluators in the respective schools – CEF and PSR
The Dean evaluates submitted materials. Based on this evaluation, the dean determines a weighted score for each faculty member. The evaluation is implemented using the following levels of importance:
 1. Teaching (primary importance); evaluated using student evaluations, peer observations, chairperson evaluations, Dean's evaluation, and other materials submitted by faculty member
 2. Scholarship and Professional Activity (secondary importance); the dean evaluates scholarship and professional activity
 3. Service (secondary importance; not required for first-year faculty); the dean evaluates University Service
- g. Calculation of salary increases
The Provost, working with the Deans and with HR, formulates salary recommendations. Salary determinations are based on two factors: a performance evaluation and any necessary equity adjustments. The performance factor is determined by evaluating the individual performance assessments. Equity adjustments are made in exceptional cases, where salary compaction or other factors require special adjustments.