

Academic Affairs Handbook, Section 4.08

Evaluation of Faculty

SUBJECT: Evaluation of Faculty

SOURCE: Board Policy Manual 803.07; Memorandum from Chancellor to Presidents, 6/22/81;
Memorandum from the Chancellor to the Presidents, 12/15/86

POLICY

Each institution shall establish definite and stated criteria, consistent with Regents' POLICIES and the statutes of the institution, against which the performance of each faculty member will be evaluated. The evaluation shall occur at least annually and shall follow stated procedures as prescribed by each institution. Each institution, as part of its evaluative procedures, will utilize a written system of faculty evaluations by students, with the improvement of teaching effectiveness as the main focus of these student evaluations. (BR Minutes, 1979-80, p. 50; 1983-84, p. 36)

PROCEDURE

The following steps should be made a part of all faculty evaluation systems:

1. The immediate supervisor will discuss with the faculty member in a scheduled conference the content of that faculty member's annual written evaluation.
2. The faculty member will sign a statement to the effect that he/she has been apprised of the content of the annual written evaluation.
3. The faculty member will be given the opportunity to respond in writing to the annual written evaluation, with this response to be attached to the evaluation.
4. The immediate supervisor will acknowledge in writing his/her receipt of this response, noting changes, if any, in the annual written evaluation made as a result of either the conference or the faculty member's written response. This acknowledgement will also become a part of the records.

Last Updated: 12/15/86

INFORMATION REQUEST

INSTRUCTIONS: Please supply the information outlined below on your professional activities during the past calendar year. Please attach this one-year summary to a current brief curriculum vita. Please follow the organization give below in writing your activity report; do not send just an updated vita.

ADMINISTRATION: (1) Provide a list of your administrative accomplishments and a list of the areas that currently require attention. (2) Indicate any reviews that were conducted for programs under your responsibility and attache a copy of each review.

INSTRUCTION: (1) List courses that you taught and the number of your classroom contact hours per week. (2) List new courses that you originated, and courses that you redesigned. (3) List any instruction-related services that you offered such as advising majors, advising graduate students, recruiting new students, etc.

RESEARCH AND OTHER CREATIVE ACTIVITY: (1) List publications in journals, published books, and proceedings papers. For each item indicate whether it is submitted, accepted, or published; and whether the journal or proceeding is refereed. (2) List other creative activities such as exhibits, recitals, and performances. Indicate whether these are invited and whether they are off-campus (and where). Provide information on awards and special notices. (3) List invited presentations at meetings and conferences. (4) List any grants that you held during the year.

PROFESSIONAL ACTIVITIES: (1) List any positions that you held in professional organizations. (2) List journals for which you referred or reviewed papers and/or books, or served in an editorial role.

UNIVERSITY GOVERNANCE: (1) List committees and governing bodies that you chaired. (2) List committees and governing bodies on which you served as a member.

OTHER CONTRIBUTIONS: List any contributions you would like to mention that do not fall in the categories above.