

## Annual Faculty Evaluation Process

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### Goals of the Process:

As indicated in the Faculty Handbook (2.5.1), the goals of the annual faculty evaluation process are:

To enhance university wide actualization of its Mission and produce cohesive efforts within and across departments and schools to achieve the University's stated purpose of providing an excellent education to every student.

To review the faculty member's annual objectives and measure progress since the last review.

To encourage the faculty member's personal and professional growth.

To acknowledge noteworthy performance.

To assist in the determination of compensation, suitability for promotion or the determination of continued employment.

### Process:

The faculty member should meet with their primary evaluator regularly to discuss their strengths and development areas in terms of their current position and future goals. There should never be any surprises during the evaluation process.

By May 15th, the faculty member will electronically submit their self-assessment of their performance from the past year following the template included at the end of this document.

This self-assessment includes:

- A clear indication of whether they met, did not meet, or partially met their professional expectations from the previous year
- A summary of their performance which conveys:
  - The achievement of the outcomes from their previous Professional Development Plan for the upcoming year

An email will be sent to the faculty member with the link to the appropriate workflow on or before September 1

<sup>st</sup> and the link can also be found on the Provost's portal page. Once submitted, the faculty's documentation will be forwarded to their primary evaluator through the electronic workflow system.

By June 30<sup>th</sup>, the primary evaluator will review the materials and electronically submit their assessment of the faculty member's performance.

This assessment includes:

- A clear indication of whether the faculty member met, did not meet, or partially met their professional expectations from the previous year
- A summary of the faculty member's performance which conveys:

- A brief assessment of the faculty member's teaching effectiveness, outcomes of any administrative assignments where time was reassigned, service efforts, and scholarly progress and accomplishments
- The degree to which the faculty member achieved the outcomes from their professional activities (revised 3/1/11)



