

Procedure Title: Departmental Annual Faculty Evaluation Committee

Department Responsible: College of Education

Contact Person and Title: Department Head and Dean

Procedure: The Departmental Annual Faculty Evaluation Committee will be appointed to offer advice and input to the Department Head and Dean on reappointment for annual faculty evaluations. Faculty material under review is housed in the Faculty Success software reporting system.

Membership Composition: Each department elects the committee membership on the Departmental Annual Faculty Evaluation Committee. The number of positions should equal to between 10% and 15% of the full-time faculty in the department. Elected individuals will serve for two calendar years followed by one year of being ineligible.

Departmental Steps:

1. The Department Head holds elections each fall for membership. Members must represent different programs in the department and should vary across levels of seniority including renewable contract faculty. Assistant Professors and renewable contract faculty are allowed on the committee but may not consist of greater than 33% of committee membership at any time.
2. A committee chair is elected by the committee.
3. Both department head and committee members review all faculty cases. The committee should consider both a rating and suggest substantive feedback. Options for this process include:
 - a. Committee receives department head initial ratings, reviews and recommends agreement or suggested changes.
 - b. Committee reviews independently all cases and compares rating with department head.
 - c. Committee members each take a proportion of faculty member annual reviews to independently review and compare rating with department head derived rating.
4. The department head considers the department's committee advisory report and makes final recommendation to the dean.
5. Faculty should receive substantive feedback which include strengths and weaknesses to support the proposed merit category.
6. Department committee should include recommendations for Dean's Merit consideration as well. Department head will make final recommendations to the dean.
7. Faculty members on the department annual faculty evaluation committee should abstain from rating their own annual faculty evaluation as well as avoid other reported conflicts of interest (e.g. spouse, child, etc)
8. The dean makes the final decisions on annual faculty evaluations.