

## **ANNUAL FACULTY EVALUATION DEPARTMENT OF FAMILY AND CONSUMER SCIENCE**

In accordance with university policy, the FCS Department has formalized the evaluation of faculty as described in this document. This document is effective immediately and is subject to review every three years. This document may be amended following implementation each year following a simple majority vote of the personnel committee.

### ***Purposes of Review***

The purposes of annual faculty evaluation are to provide for self-development; to identify, reinforce, and share the strengths of faculty; to extend opportunities for continuous professional development; and to provide for identifying and strengthening the role of faculty members within their departments. The evaluation also provides information that may be used in tenure and promotion recommendations, in the awarding of performance and merit raises, and in decisions regarding the retention of faculty or of tenure itself.

### ***Frequency of Review***

All percentage contract faculty will be evaluated annually based on the preceding calendar year. The evaluation must be completed by March 1.

### ***Reviewers***

Annual faculty evaluation is the responsibility of the faculty governance, a duty shared by the chair and the personnel committee, which includes all tenured full-time faculty employed by the department for at least 50% time. Program coordinators who are members of the personnel committee will have the responsibility of evaluating the per course faculty of their program. If the program coordinator is not a member of the personnel committee, the evaluation is the responsibility of the department chair or his/her appointee.

### ***Criteria for Review***

Faculty will be evaluated based on their full professional responsibilities, which by default include the areas of teaching, scholarly/creative work, and service. However, some faculty members in the FCS Department have negotiated with the chair to teach an additional course each fall and spring semester in lieu of participating in scholarly/creative works, and based on that negotiation will not be evaluated for scholarship/creative during this review process. Furthermore, full-time non-tenure track percentage contract faculty will be evaluated on teaching and service. Less than 100 percent contract faculty will be evaluated on teaching only.

Tables A-C contain evidence supporting the quality of teaching, scholarly/creative endeavors and service, including representative examples of documentation to be considered in the evaluation process. For each category, faculty can be ranked 1 – 2 (does not meet expectations); 3 – 4 (meets expectations); or 5 – 6 (exceeds expectations).

**A. Evidence of teaching quality include:**

<b>Quality of Performance/Course</b>	<b>Examples /Documentation</b>
Current in discipline	Current references, teaching resources, attendance at workshops, conferences, etc.
Fair & competent practices	Student evaluations, comments/complaints, peer evaluations
High academic standards	Course materials, grade distributions, student evaluations, comments/ complaints, peer evaluations
Good organization	Course materials, student evaluations, peer evaluations
Effective communication	Satisfactory student evaluations, comments/ complaints, course materials, peer evaluations
Accessible to students	Meets office hours, student comments
Recognition in teaching	Teaching grants, honors, awards
Other	

To meet expectations, faculty remain current in his/her discipline, create effective and challenging courses and clearly indicate expectations to students.

**B. Evidence of scholarly/creative endeavors include:**

<b>Scholarly/creative endeavor</b>	<b>Examples</b>
Books	Creative books, scholarly monographs, textbooks, edited books, chapters in books
Articles	Peer-reviewed journal articles, edited articles, other
Abstracts	Abstracts
Fellowships/ Awards/Grants/Honors	Submission and/or receipt of internal and external grant funding, awards
Presentations	Professional meetings, conventions, exhibits, performances, forums, conferences
Invited Works	Lectures, papers, presentations, exhibits, performances
Other	Consultants, workshops, etc.

To meet expectations, faculty sustain an active scholarly/creative agenda by submitting grants and/or publications and/or creative work at professional meetings and conventions/exhibitions.

**C. Evidence of professionally related service includes:**

<b>Service</b>	<b>Examples</b>
University	Committees, projects on campus, etc.
College	Committees, projects on campus, etc.
Department	Committees, sponsorships, program coordinator, etc.
Professional Activities	Officer, committees, awards, reviewer, creative projects, etc.
Community Activities	Advisory Boards/Committees
Other	

To meet expectations, faculty actively contribute to the department, college and/or university communities by participating in some of the services listed in Table C.

## **Review Materials**

For the annual review described herein, all faculty members will submit the FCS Faculty Annual Self-Evaluation Form along with an abbreviated vita for the calendar year under review. Faculty will supply actual documentation of the vita only at the request of the chair. Candidates for tenure and promotion will follow separate procedures as outlined in UPPS 04.04.21, and will refer to the department's Tenure and Promotion document for materials and procedures for that review.

The College of Applied Arts has developed a student evaluation form to evaluate the performance of all faculty in all classes each semester (exceptions are 4301, 4100, 4101). Each faculty member will distribute the evaluations, leave the room while students complete them, and ask a student in the class to take the evaluations to the departmental office. The evaluations will be tallied by the Testing Center and returned to the faculty member with computer results and the subjective comments after grades are assigned for the semester. A copy of these evaluations is kept on file in the FCS Main Office for use in the annual faculty evaluation process.

## **Review Procedures**

- Dates indicated in this process should allow for weekends so that the actual due date will fall on the first class day possible after the date indicated.
- By February 1, each faculty will submit his or her completed FCS Faculty Annual Self-Evaluation Form and abbreviated vita to the chair.
- By February 5, the chair will combine these materials with student evaluations for the appropriate calendar year and make this documentation available to the personnel committee.
- The chair and designated personnel committee member(s) will review the documentation of percentage contract faculty members and submit a Personnel Committee Evaluation Form for each faculty indicating whether he/she is not meeting (1 – 2), meeting (3 – 4), or exceeding (5 – 6) expectations in the areas of teaching, scholarly/creative and service. On the Personnel Committee Evaluation Form submitted for each faculty member, each reviewer should clearly state his or her rationale regarding whether the faculty being evaluated does not meet, meets, or exceeds departmental expectations in each category.
- By February 25, the personnel committee and the chair will have completed all evaluations. While members of the personnel committee must document participation in the review process, the actual comments will be kept confidential by the chair.
- For a faculty to exceed expectations for a category, the average of scores submitted by the reviewing faculty (including the personnel committee and the chair) must be at least 4.5.
- Averaged scores will be used for ranking faculty.
- By March 1, the chair will compile comments/results from all evaluations into a Comprehensive Annual Faculty Evaluation Report and submit the report to each faculty member.
- After receiving the Comprehensive Annual Faculty Evaluation Report, faculty members who disagree with the evaluation may submit a written rebuttal to the chair within seven calendar days of receipt. The chair will schedule a meeting with the faculty and discuss any concerns. During this meeting, the faculty member may request that the personnel committee convene within seven days to discuss his or her concerns.
- The annual review, rebuttal, and submitted information will be used in performance/merit considerations and filed in the Department. The Faculty Handbook describes procedures to be followed if a faculty member does not meet department expectations.