Because effectiveness in institutions of higher learning is predicated upon teaching, research, service, and collegiality and professionalism, often referred to as academic citizenship, the annual performance evaluation provides faculty an opportunity to document and present their accomplishments in the areas of teaching, advisement, research, professional service, academic citizenship, and professional collegiality as described in the Faculty Personnel Policies and Procedures Manual on pages 1-3 and 81-82. All six categories are included in the revised Faculty Performance Evaluation Instrument (FPEI). This annual evaluation will assess the degree to which faculty members are meeting the goals outlined in their Five-Year Professorial Development Plan, in addition to the criteria outlined in the FPEI, and the criteria for tenure and promotion. It also assists in determining eligibility for merit/performance-based pay and promotion and tenure consideration. Any tenured faculty member who receives an unsatisfactory score for two consecutive years on the FPEI will undergo post-tenure review.

Department chairs will use the faculty member’s Five-Year Plan, the above six categories, and the faculty member’s portfolio to complete the FPEI. The following documents form the basis for evaluating individual faculty members:

♦ Five-Year Plan (each faculty member must complete a five-year plan that outlines their goals and objectives for each year within the period)
♦ Faculty Portfolio Database (electronic database that documents faculty members’ accomplishments in the areas of teaching, research, and discipline-related professional service)
♦ Faculty Annual Performance Evaluation Instrument (FPEI)
♦ Student Instructional Performance Evaluation System (SIRS)
♦ Tenure, Promotion, and Post-Tenure Review Portfolio (where applicable)

PROFESSIONAL RESPONSIBILITIES

The faculty evaluation program is predicated upon fulfilling professional responsibilities as outlined in Section I – Introduction of the Faculty Personnel Policies and Procedures Manual, (pp. 1-3). Those responsibilities include, but are not limited to, the following:

A. Faculty members are responsible for the quality of instruction, professional and courteous delivery of services, and the observance of University policies and regulations.

B. A faculty member is expected to conduct classes regularly as scheduled and on time; grade examinations and other activities of evaluation and return to students in a timely manner; report grades to the department chair; maintain regular office hours; assist students with registration and advisement; report promptly to the appropriate department chair and/or dean matters relating to physical conditions of classrooms and laboratories; attend faculty meetings, commencement exercises, convocations and other academic events; serve on faculty committees; assist with administrative tasks of the University; and complete and submit all relevant University reports to the appropriate personnel.

C. A full-time regular faculty member shall have the primary responsibility of devoting his/her time, thought, and energy to the service of the University. No such member of the faculty shall accept an outside teaching appointment during the academic year or engage in any other regular activities of a remunerative nature without approval of the appropriate academic officers and the President of the University. A member of the faculty on full-time service is under obligation not to permit such employment, even when officially approved, to interfere with his/her responsibility to the University.

D. All tenured or probationary faculty members having the rank of Assistant Professor, Associate Professor, or Professor are expected to engage in an ongoing program of research, publication,
creative activity, and scholarly effort that is appropriate to their appointment, discipline, and field of specialization.

**INSTRUCTIONS**

for use of

FACULTY PERFORMANCE EVALUATION INSTRUMENT (FPEI)

1. All faculty will be evaluated annually by the department chairperson between March 1 – March 31. The chairperson will use the faculty member’s five-year plan and the faculty member’s portfolio to conduct the annual evaluation. Evaluations must be conducted in consultation with faculty members.

2. Each faculty member must maintain a portfolio which must include documentation of accomplishments in the areas of Teaching, Advisement, Research, and Service. The portfolio must be submitted to the department chair.

3. Faculty should sign the evaluation (see notation, page 8).

4. Department chairs should forward their evaluations and comments to the school’s associate dean or college dean by April 1 of each year.

5. The items listed under the categories of (I) Academic Citizenship and Professional Collegiality, (II) Teaching and Advising Effectiveness, (III) Research and Scholarly Activities, and (IV) Professional Service Activities are the factors to be considered in evaluating faculty. The list is not inclusive, therefore, other relevant factors can be considered.

6. The chair must justify any rating of “outstanding,” and comment on any rating below “good” in the section provided for comments.

7. The final phase of the annual evaluation process should be the development of the faculty member’s goals for the next academic year.

**IHL Related Policy**
(Decision Policies, 407.01, 1998 – Evaluation of Faculty)

**Authority**

Chief Academic Office Signature ___________________________ Date _____________
DEMONSTRATION OF PROFESSIONAL COLLEGIALITY

All faculty members are expected to meet the following criteria.

- Exhibits professionalism in relations and conduct (i.e., exhibits respect for colleagues, students, the department, and the University.)
- Conducts classes in an appropriate manner, reports to classes promptly, reports for work a minimum of 30 hours per week, submits grades in a timely manner, and maintains posted office hours.
- Participates in University ceremonies and programs, such as Founder’s Day, Commencement, recruitment activities, homecoming celebrations, Fall and Spring Seminar, etc.
- Fosters an environment for academic honesty that evaluates students’ achievements reflective of their true merit.
- When acting as a private citizen, the faculty member avoids creating the impression of speaking or acting on behalf of the University when a negative impression may be conveyed to the general public.
- Participates in faculty development activities, such as workshops, the annual sexual harassment workshop, computer training, etc.

Place a checkmark by the criteria which the faculty member exhibited.

I. ACADEMIC CITIZENSHIP AND UNIVERSITY SERVICE

Indicators for Satisfactory Performance (SP)
All indicators are two points – must receive six points to rate Satisfactory Performance.

- Actively participates on departmental, school and/or college committees
- Serves as an active member on college and university committees
- Submits required forms and documentation in a timely manner (i.e., textbook orders and lists, grades, change of grade forms, etc.)
- Participates in academic related activities such as forums, book reviews, reading of university-wide exams, recitals, or exhibits.

Indicators for Good Performance (GP)
All indicators are five points each – must receive 15 points to rate Good Performance in addition to the six points from the Satisfactory Performance category. (A faculty member may use points from the Outstanding Performance category to satisfy the GP requirements. The points may only be used once.)

- Serves as an officer of an active department or school committee
- Chairs an active department or school committee
- Serves as sponsor of active student organizations, publications, or classes
- Participates in orientation and/or registration activities
- Participates in outreach programs, such as Junior Achievement, Boys and Girls
State, science fairs, competitions such as debates, music, art, etc.

**Indicators for Outstanding Performance (OP)**

All indicators are ten points each – must receive 20 points in addition to at least 15 points Received on Good Performance. Only points from this section can be used to calculate an outstanding rating.

- Chairs or conducts major assignments on college or university level committees
- Serves as chair or leader of an accreditation team
- Chairs or conducts major assignments with ad hoc committees at the university level, such as the International Festival, exhibits, concerts, commencements, etc.
- Assists with other relevant tasks that contribute to the productivity and promotion of a positive image for the department, college or university
- Mentors junior faculty member

**OVERALL DEMONSTRATION OF ACADEMIC CITIZENSHIP AND UNIVERSITY SERVICE**

☐ Outstanding ☐ Good ☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

COMMENTS: ____________________________________________________________
______________________________________________________________________
______________________________________________________________________

II. TEACHING and ADVISING EFFECTIVENESS

**Indicators for Satisfactory Performance (SP)**

A faculty member must receive a minimum of 21 points to receive satisfactory performance–20 points or below triggers Needs Improvement (unsatisfactory) in the teaching effectiveness section. A person who receives unsatisfactory (20 points or below) should not be evaluated further in the Teaching Effectiveness section. Each criterion in this category carries a weight of 2 points except for SIRS rating which carries a weight of 1 – 5 points.

- Prepares useful and current course syllabi which include: source materials, clearly stated course objectives that are relevant to course content, specific grading procedures, a reading list or bibliography which includes current research, specific student assignments and exam schedule, and a schedule of course content.
- Meets all assigned classes or makes appropriate arrangements for supervision (any classes cancelled by an instructor must be reported to and approved by the department chair).
- Starts and dismisses classes on time
- Discusses relevant subject matter
- Constructs examinations in relation to specific course goals and objectives
- Administers examinations and other assessment activities in a timely manner
- Provides timely and substantive feedback to the students on examinations and assignments
- Keeps conference and other office hours
- Assists students through academic advisement (provide documentation via advisement feedback forms)
- Receives satisfactory SIRS rating (if faculty total mean score is above the University mean score, faculty member receives 5 points; if mean score is at average University
mean, faculty member receives 3-4 points; below University mean score, faculty member receives 1-2 points).

**Indicators for Good Performance (GP)**
A faculty member must receive a total of 15 points to receive good performance in addition to a minimum of 21 points in Satisfactory Performance. *Each criterion carries a weight of 5 points each. (Note: a faculty member may use points from criterion in the Outstanding Performance category to satisfy points requirement in GP category; however, the points cannot be counted twice).*

- Encourages student research and analytical writing as documented in course syllabi.
- Utilizes creative and piloted teaching methods/skills (documentation required).
- **Advises and provides students timely and substantive feedback on theses, dissertations, special and/or senior projects.**
- Systematically mentors majors through extra-class tutorials, competitions, rehearsals, etc. (documentation required).
- Nominated for a teaching award from school/college, university, national, and/or international organization/committee.

**Indicators for Outstanding Performance (OP)**
Successful applicants must receive 30 points out of 70 maximum in addition to a minimum of 15 points in Good Performance rating and 21 points in Satisfactory Performance rating. Only points from this section can be used to calculate an outstanding rating. *Each criterion carries a weight of 10 points each.*

- Develops new course(s) in keeping with established criteria for the discipline or profession.
- Develops original teaching manuals or other teaching materials, computer software, etc.
- Prepares students for external exams and other external competitions.
- Serves as a mentor in an organized University mentoring program.
- Receives refereed teaching awards (college, alumni, etc.) or is recognized as a finalist.
- Achieves outstanding on other relevant factors (specify).
- Provides planned programs of funded research for students.

**OVERALL TEACHING EFFECTIVENESS**

☐ Outstanding      ☐ Good      ☐ Satisfactory      ☐ Needs Improvement      ☐ Unsatisfactory

**COMMENTS:**


III. RESEARCH AND SCHOLARLY ACTIVITIES:

**Indicators for Satisfactory Performance (SP)**
All indicators are two points each (Undergraduate Faculty must receive a minimum of six points to receive satisfactory performance – Graduate Faculty must receive a minimum of 10 points).

- Grant(s) submitted, in progress, or funded for less than $10,000 (documentation required)
- Manuscript submitted to refereed publication in discipline or within disciplinary areas of specialization
- Research project, creative work, or paper presented at professional, departmental, or university non-juried meeting
- Article(s) published in non-refereed journal in the discipline
- Reviewer or reader of proposals or academic paper or professional journal
- Develops a relevant, comprehensive bibliography or comprehensive reading list for a new course(s) or updates or revises the same for an existing course
- Book review published in peer-reviewed journal

**Indicators for Good Performance (GP)**

All indicators are five points each – must receive a total of 15 points to receive Good in addition to points achieved in Satisfactory. (A faculty member may use points from the Outstanding Performance category to satisfy the GP requirement; the points may only be used once).

- Grant(s) funded in excess of $10,000
- Article published in a peer-reviewed, disciplinary journal (minimum of one)
- Chapter in a book
- Juried paper presented or creative work(s) performed or exhibited externally
- Book review essays in peer-reviewed journal
- Collaborative research presented at a professional conference and/or published in a peer-reviewed journal
- Grants successfully implemented (e.g. reports submitted in a timely fashion)
- Recipient of university award for research
- Other relevant factors (Specify: ____________________________)

**Indicators for Outstanding Performance (OP)**

All indicators are 10 points each – must receive a total of 20 points in addition to the minimum points required from the Good Performance category to receive Outstanding rating. Only points from this section can be used to calculate an outstanding rating.

- Book(s) published in the discipline
- Articles, proceedings, or creative endeavors published in refereed academic journal (minimum of two or more)
- Editorship of regional, national, and international academic or professional journal(s), or proceedings
- Development of computer software, documentary/audio visual work, etc., for publication
- Creative works performed before juried international or national audiences
- Recipient of state or national fellowship or award in research
- Citations of works in major journals/books in discipline

**OVERALL RESEARCH AND SCHOLARLY ACTIVITIES**
IV. PROFESSIONAL SERVICE ACTIVITIES

**Indicators for Satisfactory Performance (SP)**
All indicators are two points – must receive six points to rate Satisfactory Performance.

- Provides services to community organizations through memberships on committees.
- Membership in a professional organization related to the academic discipline.
- Participates in community events such as Habitat for Humanity, Walk for the Cure, etc.

**Indicators for Good Performance (GP)**
All indicators are five points each – requires 15 points on Good Performance in addition to the six points in Satisfactory Performance. *(A faculty member may use points from the Outstanding Performance category to satisfy the GP requirement; the points may only be used once).*

- Presenting academically-oriented session(s) for professional, business, and/or community groups
- Participating on a committee to organize a discipline related conference or session for community members
- Serving as a member of an accreditation site visit teams
- Performs services to local schools, such as technology training, tutoring, or mentoring of students

**Indicators for Outstanding Performance (OP)**
All indicators are 10 points each – requires 30 points in addition to the minimum 15 points received on Good Performance. Only points from this section can be used to calculate an outstanding rating.

- Holding office in professional associations including boards, committees, councils
- Sponsoring a national, regional, state conference
- Serving as a professional consultant
- Serving on municipal, county, state, national board(s)
- Serving as chair of an accreditation site visit team

OVERALL SERVICE AND PROFESSIONAL ACTIVITIES

□ Outstanding □ Good □ Satisfactory □ Needs Improvement □ Unsatisfactory

COMMENTS:
COMPOSITE RATING:

- Outstanding
- Good
- Satisfactory
- Needs Improvement
- Unsatisfactory

**Deriving the Composite Rating:**

<table>
<thead>
<tr>
<th>Evaluation Component Weights</th>
<th>Conversions</th>
<th>Performance Weights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Citizenship = 10%</td>
<td></td>
<td>OP = 91-100 (MR = 95)</td>
</tr>
<tr>
<td>Teaching = 45%</td>
<td></td>
<td>GP = 81-90 (MR = 85)</td>
</tr>
<tr>
<td>Research = 30%</td>
<td></td>
<td>SP = 71-80 (MR = 75)</td>
</tr>
<tr>
<td>Service = 15%</td>
<td></td>
<td>NI = 61-70 (MR = 65)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UP = 60 or below (MR = 55)</td>
</tr>
</tbody>
</table>

**Application**

Record Mid-Range (MR) score for Overall Rating – Teaching

Record Mid-Range (MR) score for Overall Rating – Research

Record Mid-Range (MR) score for Overall Rating – Service

Record Mid-Range (MR) score for Overall Rating – Academic Citizenship

Compute Composite Score:

\[
\text{T (}.45\text{)} \times \text{MR score} =
\]

\[
\text{R (}.30\text{)} \times \text{MR score} =
\]

\[
\text{S (}.15\text{)} \times \text{MR score} =
\]

\[
\text{AC (}.10\text{)} \times \text{MR score} =
\]

Total Composite Score (T+R+S+AC)=

Composite Rating = _____ O; _____ G; _____ S; _____ N; _____ U

(Total composite score converted to rating from Performance Weights Table)

Chairperson_________________________ Date________________

Faculty Member_________________________ Date________________

*A faculty member’s signature above does not necessarily constitute agreement with the rating. It does, however, verify that the faculty member has reviewed the FPEI contents and was afforded the opportunity to discuss any questions he/she might have with the evaluator. Areas of disagreement may be presented in a written rebuttal that will be attached to the official copy of the FPEI. FACULTY COMMENTS (if desired):____________________________

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**FACULTY EVALUATION PLAN**

The Faculty Evaluation Plan should be completed by the individual faculty member in consultation with the department chair no later than September 30 of the academic year in which the evaluation will occur.

Note: Individual departments, schools, or colleges, for the purpose of meeting accreditation standards or other professional goals and with the approval of OAA, may properly establish and require a higher-level performance on the indicators than those set forth in this document, and/or assign different weights to the evaluation components.
GOALS AND OBJECTIVES FOR ACADEMIC YEAR

Statement of Demonstration of Professional Collegiality

I. Academic Citizenship and University Service

II. Teaching and Advising

III. Research and Scholarly Activities

IV. Professional Service Activities

FACULTY MEMBER'S STATEMENT OF ACCOMPLISHMENTS
Academic Year ______________________

Name:_____________________________ Rank:_____________________________

Department:________________________ Date:_____________________________
Statement of Demonstration of Professional Collegiality

II. Academic Citizenship and University Service

III. Teaching and Advising

IV. Research and Scholarly Activities

V. Professional Service Activities