

EVALUATION OF FACULTY

This section concerns the evaluation of faculty at Southern Polytechnic State University. The first goal of faculty evaluation is to assess the faculty member's performance over the previous year in teaching, service, academic achievement, and professional growth and development. The second goal is to foster continuing improvement. All forms and processes described here and included as attachments are subject to approval by the vice president for academic affairs (vpaa).

Board of Regents Policy on Evaluation of Faculty (BR 803.07)

“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 process shall occur at least annually and shall follow stated procedures as prescribed by each institution.”

Faculty Expectations Form

The performance of each SPSU faculty member is evaluated yearly on the basis of activities in the four main areas described in P&P 803.075 (Faculty Activities): teaching, service, academic achievement, and professional growth and development. Generally, the dean will meet individually with each faculty member to discuss expectations for the next twelve months and performance for the previous twelve months. Concerning the former, one result of this meeting is completion of the Faculty Expectations Form that includes (a) a standard list of expectations for all SPSU faculty and (b) a list of individualized expectations approved by the dean.

Note: Program heads must attach the program head job description to the Performance Expectations Form. They will be evaluated mainly on their ability to satisfy criteria noted on the job description, since they teach a reduced load in return for their high level of service. However, they have the same responsibilities as other faculty with respect to meeting criteria for promotion and tenure. Thus the university-wide expectations listed on the Faculty Expectations Form also apply to them.

Documents Used in the Evaluation Procedure

The evaluation process requires use of the following documents:

1. Faculty Expectations Form, which covers the past year's activities

2. Annual Activity Report, which highlight accomplishments in teaching, service, academic achievement, and professional growth and development over the past year

Note: This report should include (a) the faculty member's name, rank, program, and school, (b) the faculty member's teaching category (T1, T2, or T3), and (c) main headings for the four main evaluation criteria listed above (along with a "Miscellaneous" heading, if necessary). Although individual style may vary, the report generally should be written in list format, with brief narrative when appropriate.

3. Faculty Rating Form, which covers the past year's activities
4. Faculty Expectations Form, which covers the next year's activities
5. Student Evaluation Summaries, to present data from approved course evaluation forms completed during the evaluation period
6. Teaching Assessment Form, to list several concerns or suggestions from recent student evaluations, to list a plan of action for responding to the evaluations, and to list actions that were taken to respond to previous concerns or suggestions from student evaluations

Note: All faculty are required to update their resume (in the approved format used for promotion and tenure) at the time they complete their Annual Activity Report. Although resumes are not to be submitted with the performance review package, deans reserve the right to request updated resumes at any time during or after the review process.

Steps in the Evaluation Process

The rating period extends from March 1 through the following February. Generally, the evaluation process should be concluded within about a month after the end of the rating period—that is, by the end of March or early April. Main steps are as follows:

1. Faculty Preparation: By a date in early March announced by the dean, the faculty member submits the following: (a) copy of the approved Faculty Expectations Form for the period being evaluated, (b) the Annual Activity Report for the period being evaluated, (c) Student Evaluation Summaries for the period being evaluated, (d) Teaching Assessment Form, and (e) an initial draft of the Faculty Expectations Form for the evaluation period just beginning.
2. Dean's Review: During March, the dean reviews the documents submitted and completes each faculty member's Faculty Rating Form for the previous year's work. During this review process, the dean will consult with program heads about (a) the faculty member's activities with which the program head has knowledge and (b) the proposed faculty expectations for the coming year. The dean, at his or her discretion, may also consult informally with faculty and/or staff about the performance of the program head.

3. Meeting of Dean and Faculty Member: At a meeting specifically for this purpose, the dean and faculty member discuss the previous year's performance and the coming year's expectations. As a result of this meeting, changes may be made in the Faculty Rating Form for the past year. Also, the Faculty Expectations Form for the upcoming year is finalized. (For Program heads, the program head job description will be attached to the Faculty Expectations Form.) Either at this meeting or shortly thereafter, the documents must be completed and signed.

4. Submission of Documents: The original copy of documents related to the performance review remains on file in the dean's office, with copies given to the faculty member and to the vpaa. The list of documents in the package follows:
 - Faculty Rating Form
 - Faculty Expectations Form (for year being evaluated)
 - Annual Activity Report
 - Student Evaluation Summaries
 - Teaching Assessment Form
 - Faculty Expectations Form (for the year ahead, with job description attached for program heads)