

12.99.99.R0.13 **Annual Evaluation of Faculty**

Revised March 15, 2019

Next Scheduled Review: March 15, 2024



Procedure Summary

The annual faculty evaluation process at East Texas A&M University (University) has two major goals: to provide (1) a system to facilitate the development of Teaching/Contribution to Student Learning, Research, Scholarship, and Creative Activities (RSCA), and Service to the University, profession and community, and (2) an annual evaluation (review of performance) of Teaching/Contribution to Student Learning, RSCA, and Service for the purpose of making decisions regarding the terms and conditions of the employment relationship between the faculty and the University, including merit pay, promotion, tenure, and post tenure review.

Accomplishing these purposes requires the active, joint involvement of the individual faculty member and his/her Department Head/Assistant Dean in developing an appropriate evaluation plan suitable to the particular responsibilities and strengths of the faculty member. However, individual faculty members are to take the initiative in promoting their own growth as teachers, scholars, and practitioners.

Procedures and Responsibilities

1 Criteria for evaluation

The evaluation of faculty shall be based on university-wide and departmental criteria.

1.1 University-wide Criteria

1.1.1 Teaching/Contribution to Student Learning. Teaching/Contribution to Student Learning is considered to be the first priority and prime objective of the University. System Policy on *Post Tenure Review of Faculty and Teaching*:

University requirements for faculty including:

1.1.1.1 Course syllabi, including a list of topics to be covered during the semester, specific course objectives, types of activities for the course, student evaluation procedures, and required reading assignments;

1.1.1.2 Faculty attendance in class; and

- 1.1.1.3 Adherence to university and department policies.
 - 1.1.1.4 Peer observation of classroom performance.
 - 1.1.1.5 Departmental, college, and university workshops on effective teaching.
 - 1.1.1.6 Videotaping of classroom performance for review and analysis by faculty.
 - 1.1.1.7 Portfolio assessment by departmental review committee.
 - 1.1.1.8 On-campus technology center and other innovative programs designed to educate and support faculty in their efforts to integrate new technology into their Teaching/Contribution to Student Learning.
 - 1.1.1.9 Department in-service training.
 - 1.1.1.10 Senior faculty to serve as mentors to junior and/or new faculty.
 - 1.1.1.11 Quality of instructional outcomes assessment by current and former students, employers of graduates, and faculty in graduate and professional schools attended by graduates.
- 1.1.2 Research, Scholarship, and Creative Activities (RSCA). Producing knowledge and performance in professional/creative activities are essential aspects of faculty roles. Examples of RSCA include engagement in writing and publishing through peer reviews, procurement of external funds for research and creativity goals, and participation in professional encounters of activities in one's discipline.
- 1.1.3 Service. Service to the profession (discipline), the University, and the community is an integral part of a faculty role. Examples of service include engagement in the University, college, and departmental committees and/or particular assignments, work on student advisement and in students' extra-curricular activities, and involvement in community exhibiting one's professional expertise. Credit for service shall be based on specific works done, along with its documentation (e.g., a letter from the chair of a committee stating faculty member's performance) rather than providing mere lists of committees and tasks involved in.

Certain services (e.g., student advisement or serving as a mentor for students to improve their retention and success) should be given a larger weight during the faculty evaluation process. Service assignments (e.g., memberships of committees) should be based on equity among senior and new faculty members, and should have a balanced representation of academic colleges and departments.

- 1.1.4 Note: Although collegiality is not considered a separate criteria for annual evaluation of faculty it, never the less, is implied within each of the categories of Teaching/Contribution to Student Learning, RSCA, and Service.

1.2 Departmental Criteria

- 1.2.1 Faculty members in each academic department of the university, as a group, shall be responsible for identifying measures and criteria of evaluating (1) Teaching/Contribution to Student Learning, (2) RSCA, and (3) Service suitable to their own discipline and professional interests. However, the departmental criteria and measures for evaluating faculty must be comprehensive and consistent with the general framework of the university-wide criteria stated above.
- 1.2.2 As an example of a particular measure, faculty in each department shall develop a procedure for conducting the process of student evaluation of Teaching/Contribution to Student Learning. The following guidelines must be observed in developing that procedure: (1) student evaluations in classes should be coordinated by the Department Head/Assistant Dean; (2) teachers of record should not be present in a class when students evaluate them; (3) all records of students' evaluations should be maintained in the departmental office so they can be used in faculty evaluations for merit, promotions, and tenure considerations; and (4) faculty members should be provided numeric scores and summaries of all evaluations for formative purposes.

2 EVALUATION PROCEDURE

2.1 Department Faculty Evaluation Plan in General

- 2.1.1 All full-time faculty members in each department will participate in developing a departmental plan for measuring and evaluating Teaching/Contribution to Student Learning, RSCA, and Service.
- 2.1.2 A department's plan will identify how evaluations of Teaching/Contribution to Student Learning, RSCA, and Service areas will be conducted in terms of various criteria and measures. These shall be published by each department, after having been approved by the Department Head/Assistant Dean, Dean of the College and Provost, and shall be regularly updated when necessary. They shall be distributed by the Department Head/Assistant Dean among current and new faculty.

2.1.3 Additionally, the departmental faculty will develop procedures for determining how the areas of Teaching/Contribution to Student Learning, RSCA, and Service will be weighted and used for the purpose of making decisions regarding the terms and conditions of the employment relationship between the individual faculty members and the university. Relative weights for Teaching/Contribution to Student Learning, RSCA, and Service will be determined on the basis of such criteria as the department's involvement in graduate programs, national disciplinary standards, applicable reassigned time for faculty members for research grant, service and administrative assignments, and so forth. While assigning relative weights for three areas of functioning, department faculty should remember that lower weight for RSCA in the annual evaluation may disadvantage them in the long run when they are evaluated for promotion, tenure, and post tenure review. Each department's plan, including details on measures and instruments, minimums and maximums of percentages allowable in Teaching/Contribution to Student Learning, RSCA, and Service will be submitted by the Department Head/Assistant Dean to the appropriate Dean of the College for approval and then forwarded to the Provost & Vice President for Academic Affairs. Changes or annual updates in departmental plans will be submitted when necessary through the same channels. The Office of the Provost & Vice President for Academic Affairs (VPAA) will maintain a file of departmental plans.

2.2 Faculty - Department Head/Assistant Dean Goals for a Given Year

2.2.1 Using the framework of the department's plan, each faculty member and his/her Department Head/Assistant Dean will discuss and identify goals related to his/her Teaching/Contribution to Student Learning, RSCA, and service before the beginning of each year. They will then formulate an individual faculty plan for achievement commensurate with faculty rank and seniority (see University Procedure 12.01.99.R0.01 *Academic Freedom, Tenure, and Post Tenure Review*) by January 20, spelling out the following for the forthcoming year:

The proportion of the faculty member's work in Teaching/Contribution to Student Learning, RSCA, and Service.

2.2.2 The faculty member and Department Head/Assistant Dean, acting together, will determine the percentage of weight for Teaching/Contribution to Student Learning, RSCA, and Service, as per the departmental plan.

Specific measures to be employed for evaluating the faculty member's Teaching/Contribution to Student Learning, RSCA, and Service.

2.2.3 Unresolved disagreements in sections 3.4.1 and /or 3.4.2 will be forwarded to the appropriate Dean of the College's office for resolution.

- 2.2.4 Copies of the faculty - Department Head/Assistant Dean yearly goals for each faculty member will be signed by both with copies retained by both. Changes in a faculty member's plan may be negotiated between the faculty member and the Department Head/Assistant Dean during a given year only when the faculty member's assignments change significantly for that year, and such changes will be recorded and signed by both parties and copies of new document retained by both parties.

3 SCHEDULE FOR ANNUAL EVALUATIONS (ANNUAL REVIEWS OF PERFORMANCE)

The following schedule will be used for annual evaluations:

- 3.1 The calendar year (January through December) will be utilized for annual evaluations.
- 3.2 From January 5 to January 30, the Department Head/Assistant Dean will consult with faculty as they establish annual goals, supported by a plan of activities, for January through December of that year. A copy of each faculty member's plan, describing the activities to be pursued during the period of evaluation, will be submitted by the Department Head/Assistant Dean to the Dean of the College for review and approval by January 25.
- 3.3 The annual evaluation conference between the faculty member and the Department Head/Assistant Dean will take place from January 5 through February 15 of each year. A first year faculty member will be evaluated for the fall semester only (plan will be filed in September).
- 3.4 The annual evaluation process will include the following steps:
- 3.4.1 Each faculty member will prepare for the Department Head/Assistant Dean, by January 5, an annual report on accomplishments in Teaching/Contribution to Student Learning effectiveness, RSCA, and Service as per the plan which the faculty member signed at the year's beginning.
- 3.4.2 For each faculty member the Department Head/Assistant Dean will draft an assessment of the degree to which the faculty member fulfilled the plan formulated the previous January. The departmental plan for evaluation will be the foundation for the assessment; depth, breadth, and quality of the achievements should be considered. The assessment will include a numerical rating for each of the three categories of Teaching/Contribution to Student Learning, RSCA, and Service, and an overall numerical merit rating which is calculated by weighting the Teaching/Contribution to Student Learning, RSCA, and Service numbers according to the plan formulated for that year (see Provost's Office webpage for all forms). The Department Head/Assistant Dean will then have a conference with each faculty member to explain and discuss the assessment, and the faculty member will receive a copy.

The faculty member will sign to acknowledge receiving a copy of the evaluation. If a faculty member disagrees with the Department Head/Assistant Dean's evaluation, he/she will have a right to write a rebuttal by stating specific reasons for the disagreement. The rebuttal, if any, shall become a part of the evaluation report of that faculty member for the year.

3.4.3 The Department Head/Assistant Dean will forward a copy of faculty reports and Department Head/Assistant Dean recommendations (in the faculty evaluation format) to the Dean of the College by February 15. The dean will review the materials, and where the dean wishes to revise any faculty member's overall merit rating, the dean will have a conference with the Department Head/Assistant Dean and faculty member involved.

3.4.4 The Dean of the College will forward faculty reports, Department Head/Assistant Dean recommendations, and dean's recommendations to the Provost & Vice President for Academic Affairs by March 1.

3.4.5 The Provost & Vice President for Academic Affairs will review the recommendations. In instances of disagreement with the dean's recommendations, the Provost will consult with the Dean of the College. Any changes made in ratings at whatever level will be shared with the Department Head/Assistant Dean and faculty member. The Provost will make faculty merit recommendations to the President by March 15.

4 MERIT

The following example demonstrates the process. However, this example is not meant to imply any particular norm or standard for the faculty in general.

4.1 A faculty member and his/her department determine the following allocation of involvement that would be appropriate for him/her in the upcoming year.

Areas of Faculty Involvement Weight of Effort (%)

4.1.1 Teaching/Contribution to Student Learning .60

4.1.2 RSCA .20

4.1.3 Service .20

4.2 Following the academic year, the Department Head/Assistant Dean shall determine the appropriate ordinal rating which best describes the level of effectiveness that the faculty member achieved in each of the planned areas. The following levels of effectiveness will be used.

Ordinal Rating Level of Effectiveness

4.2.1 1 Does Not Meet Expectations

4.2.2 2 Partially Meets Expectation

4.2.3 3 Meets Expectation

4.2.4 4 Exceeds Expectations

4.2.5 5 Significantly Exceeds Expectations

- 4.3 Using the previously agreed upon proportions of involvement, the overall rating will be determined as the weighted average of the ratings and these proportions. The overall merit rating stated to one decimal would be determined as the sum of each rating multiplied by the appropriate proportion. The spreadsheet below demonstrates the result.

Areas of Faculty Involvement	Weight of Effort (%)	Annual Rating	Merit Rating Calculated
------------------------------	----------------------	---------------	-------------------------

4.3.1 Teaching/Contribution to Student Learning	.60	1	$.60 \times (1) = 0.60$
---	-----	---	-------------------------

4.3.2 RSCA	.20	1	$+.20 \times (1) = 0.20$
------------	-----	---	--------------------------

4.3.3 Service	.20	3	$+.20 \times (3) = 0.60$
---------------	-----	---	--------------------------

4.3.4 Overall Rating	1.40		
----------------------	------	--	--

5 SPLIT APPOINTMENTS

Faculty members who have split appointments (where work load credit is granted for responsibilities outside the home department) will consult with the appropriate administrator to establish goals supported by a plan of activities. They will be evaluated by each administrator to whom they are responsible. The merit rating shall be determined by using each evaluation in proportion to the percent of time the individual is assigned to each entity. For example, if a faculty member has a one-half time administrative assignment during a given year, he/she will have 50% of total expectations of performance in Teaching/Contribution to Student Learning, RSCA, and Service as compared to a full-time teaching faculty.

6 APPEALS

Appeals beyond the departmental level regarding adverse decisions are to follow regular administrative channels. System Regulation 32.01.01 Complaint and Appeal Procedure for Faculty Members and University Procedure 32.01.01.R0.01 *Grievance and Appeal Process for Faculty Members* are available for use by individual faculty members.

7 PROFESSIONAL DEVELOPMENT ACTION

If a faculty member receives an overall rating of 1 or 2, the Department Head/Assistant Dean and the faculty member will develop formative recommendations in the following year's plan to help the faculty member overcome deficiencies or shortcomings in Teaching/Contribution to Student Learning, RSCA, or Service.

Related Statutes, Policies, or Requirements

System Policy [*12.01 Academic Freedom, Responsibility, and Tenure*](#)

System Policy [*12.02 Institutional Procedures for Implementing Tenure*](#)

System Policy [*12.03 Faculty Academic Workload and Reporting Requirements*](#)

System Policy [*12.06 Post-Tenure Review of Faculty and Teaching Effectiveness*](#)

System Policy [*12.07 Fixed Term Academic Professional Track Faculty*](#)

University Procedure [*12.01.99.R0.06 Appointment, Reappointment, and Promotion of Non-Tenure-Track and Clinical Faculty*](#)

University Procedure [*12.02.99.R0.01 Convert Non-Tenure Track Appointments to Tenure-Track Appointments*](#)

University Procedure [*12.02.99.R0.02 Transfer of Tenure and Rank Between Academic Departments*](#)

Suspends University Procedure *12.01.99.R0.02 Annual Evaluation of Faculty*

Appendix

[Faculty Evaluation Forms are located on the Provost's website](#)

Revision History

Approved February 1, 2016

Revised November 7, 2024 (University Name Update)

Contact Office

Office of the Provost and Vice President for Academic Affairs
903-886-5439