

Faculty Evaluation Process

(Revised January 29, 1999)

(Revised, COB Ad. Council, November 14, 2006)

(Revision Approved by COB Faculty May 8, 2007)

Faculty members in each department are evaluated annually by their respective Department Chair on the basis of their performance in the areas of teaching, intellectual contributions, and service. Faculty are expected to provide an updated account of their performance on *Sedona*. Each faculty member also submits his or her short-term and longer-term goals.

Evaluation Criteria-Teaching

The Chair reviews student evaluations, teaching portfolio, student and peer comments, teaching innovations and other factors that assess the faculty member's teaching performance.

Evaluation Criteria-Intellectual Contributions

The Chair reviews the faculty member's documentation of intellectual contributions since the last faculty evaluation. The quantity and quality of the contributions are considered by the Chair.

Evaluation Criteria-Service

The Chair reviews the faculty member's record of academic and professional service over the evaluation period.

Based on these reviews, the Chair determines the individual's overall standing in comparison to other faculty in the department. The Chair ranks the faculty member on the three components of teaching, intellectual contributions, and service and determines the faculty member's overall performance. Areas where improvement is needed are discussed with the faculty member and noted in the evaluation. Areas of excellence also are discussed and noted. The evaluation notes whether the faculty member's performance is satisfactory or unsatisfactory for purposes of post-tenure review. The Chair of each department uses the College of Business promotion and tenure policy as a guide in the annual evaluation of the faculty member and emphasizes progress being made and steps needed to meet the expectations for tenure and promotion for nontenured tenure-track faculty or for promotion for tenured faculty. The Chair and faculty member meet to discuss the annual evaluation. The faculty member and the Chair sign the evaluation document. If the faculty member does not agree with the Chair's evaluation, the faculty member can attach a statement to the evaluation. The Dean reviews the faculty member's evaluations and also signs the evaluation document. A copy of the signed evaluation is provided to the faculty member and a copy of the evaluation is kept in the faculty member's personnel file in the Dean's office.

Faculty evaluation is an important element in the College's long-range strategic plan.