

## **COLLEGE OF SCIENCE AND MATHEMATICS FACULTY PERFORMANCE EVALUATION**

To foster continued professional growth, academic excellence and administrative efficiency, each faculty member in the College of Science and Mathematics will be given an annual performance evaluation according to the schedule *mandated* in the SBU Faculty Handbook (page 16-17). The purpose of the evaluation is to provide timely feedback to faculty and to provide data in support of reappointment, promotion and tenure applications. Each department chair will conduct an annual performance evaluation of all departmental faculty according to the schedule dictated in the SBU Faculty Handbook. (Department and college staff are to be evaluated as prescribed in the SBU Employee Handbook.) The dean will conduct an annual performance evaluation of each department chair. As dictated by the SBU Faculty Handbook, a copy of each faculty member's performance evaluation and supporting documents will be maintained in his or her personnel file in the dean's office.

### **SCHEDULE**

All faculty (including department chairs) will receive a written and in person evaluation **once annually** (SBU Faculty Handbook, page 17). "The supervisor shall call the meeting during the last half of the spring semester after student evaluation and questionnaires have been tabulated" (SBU Faculty Handbook, page 17). Note, however, that there is conflict between the directions given in the SBU Faculty Handbook and the directions given by the SBU Director of Assessment. The SBU Director of Assessment has mandated that "Faculty cannot see them (*student written comments on student evaluations*) until they post their grades. ... Once grades are posted, all comments are to be given to the faculty." (11/1/02 email to administrative assistants and deans). This makes it impossible for supervisors to discuss spring semester student evaluation data with faculty members until after the end of the spring semester. Until this conflict between the SBU Faculty Handbook and the Director of Assessment is resolved, supervisors should continue to meet with faculty members during the last half of the spring semester for the performance evaluation. Student evaluation data available from the previous two semesters should be included in the evaluation (i.e., most likely the student evaluation data from the fall semester of the current academic year and the spring semester of the *previous* academic year).

The SBU Faculty Handbook does not address the evaluation of part-time faculty. Until the SBU Faculty Handbook is revised to address this issue, each part-time faculty member will receive a written and in person performance evaluation at times deemed to be in the best interest of the department by the department chair and/or the dean.

### **PERFORMANCE EVALUATION PROCEDURE**

As per the SBU Faculty Handbook (page 17-18), the performance evaluations for all faculty will include an evaluation of:

1. Teaching effectiveness
2. Professional growth
3. Scholarship

4. Academic advising (if applicable)
5. Service to the University
6. Involvement in church
7. Involvement in the community.

### **RESPONSIBILITY OF THE FACULTY MEMBER UNDER EVALUATION**

Prior to the meeting with the supervisor, "the faculty member shall supply (*to the evaluating supervisor*) a brief, written report listing evidence of scholarship and service for the past year. ... Other evidence of effectiveness in instructional and advisement activities may be introduced into the faculty member's record, such as student or alumni letters." (SBU Faculty Handbook, page 17)

### **RESPONSIBILITY OF THE EVALUATING SUPERVISOR**

The supervisor shall collect "evidence of service, scholarship, and instruction-advisement" that will provide the "basis for the review." The SBU Faculty Handbook, however, does not in every case specify how this data is to be collected. According to the SBU Faculty Handbook "effectiveness of instruction and advisement are primarily determined by two faculty approved instruments: one on student evaluation of instructor and course and one on student advisement." But the utilization of other measures in evaluating instruction and advisement is not excluded.

Until the SBU Faculty Handbook and Faculty Guidelines are revised to give more specific instructions (with appropriate forms), supervisors in the College of Science and Mathematics are directed to do the following:

1. **Collect the data necessary to conduct the annual faculty performance evaluation.** To collect this data, the supervisor shall:
  - A. Conduct at least one classroom per year visit to evaluate the teaching effectiveness of the faculty member (see attached Evaluation of Instruction form). This evaluation may be done in person or via videotape.
  - B. Near mid-term of the spring semester, evaluate the faculty member's performance over the current academic year by completing a Faculty Performance Evaluation form (see attached).
  - C. Near mid-term of the spring semester, have the faculty member conduct a self-evaluation using the Faculty Performance Evaluation form.
  - D. Near mid-term of the spring semester, conduct *anonymous* peer evaluations of the faculty member. To conduct the peer evaluation, all faculty members in the department shall complete a Faculty Performance Evaluation form on the evaluated faculty member. The supervisor shall tabulate the peer evaluation data and present to the faculty member a summary of the evaluations (not the individually completed Faculty Performance Evaluation forms).
  - E. Obtain from the dean or the Director of Assessment the statistical summary and student written comments from the student evaluations from the last two available semesters.
2. **Meet with the faculty member during the last half of the spring semester and conduct the performance evaluation.** This evaluation should include:

- A. A review of progress made in addressing the action item list developed during the previous year's performance evaluation, and
- B. A review of the current year's evaluation data (i.e., Evaluation of Instruction forms, Faculty Performance Evaluation forms, peer evaluation summary, self-evaluation, statistical summaries from student evaluations, student evaluation written comments, etc.).
- C. Development with the faculty member's input of a list of action items to be undertaken by the faculty member during the upcoming year to address the shortcomings identified during the annual performance evaluation.

NOTE: The procedures for Faculty Evaluation outlined above are designed to meet minimal standards of compliance with the SBU Faculty Handbook. Some departments and programs in the college may have methods of faculty evaluation dictated by external accrediting bodies (e.g., APTA, NLN). Those departments and programs with external accreditation requirements should follow the procedures already developed to satisfy those external accrediting bodies.