

### 3.03 Assignment of Relative Weights for Evaluative Criteria

- a. To help ensure equity in the overall faculty evaluation system, each of the main evaluative criteria relied upon during the annual faculty evaluation process (see Academic Policy Statement 820317, *The Faculty Evaluation System*) is differentially weighted depending upon the proportion of time spent teaching and/or reassigned to some other function and the number of credit hours taught during the spring and fall semesters of each calendar year.
- b. To be considered eligible for a merit advance in salary within rank, a faculty member shall have demonstrated, to the satisfaction of the chair of the academic unit involved, or Director of the Newton Gresham Library, and the dean/Provost and Vice President for Academic Affairs, merit in a combination of evaluative categories used during annual faculty evaluations.

### 3.04 Assessment Devices and Report Forms

- a. Each member of the regular faculty shall complete and submit to the chair of his/her academic unit or Director of the Newton Gresham Library, an annual report designed to update the professional profile of the faculty member and to provide an opportunity for self-evaluation. (FES Form 3, *Report on Scholarly and/or Creative Accomplishments*, and FES form 4, *Report on Service*. These reports, together with any additional materials the faculty member may wish to submit, and the student (FES 2) and chair (FES 1) rating forms will become a part of the faculty member's dossier. (See APS #820317.)
- b. Each chair and the Director of the Newton Gresham Library shall conduct ongoing evaluations and shall each year complete and file an evaluation report for each faculty member within their academic areas. (FES Form 1, *Chair Rating of Faculty Teaching Effectiveness*; and FES Form 5, *Summary Rating Form*.) These reports, once completed, shall be reviewed by the responsible chair or Director of the Newton Gresham Library with the individual faculty member.
- c. Each chair shall complete on each faculty member recommended for a merit salary increase a *Recommendation for Merit Salary Adjustment*