

department/school or program. The University values continuous improvement efforts and encourages the incorporation of professional development standards within FES 1, FES 3, and FES 4. The categories used in the Faculty Evaluation System are similar to those identified in Academic Policy Statement 800722, *Promotions in Rank and Advances in Salary Within Rank*, and Academic Policy Statement 900417, *Faculty Reappointment, Tenure, and Promotion*.

**1.04 Provisions are made in the Faculty Evaluation System for the following:**

- a. A rating of teaching effectiveness to be accomplished by combining the chair's evaluation of faculty teaching effectiveness and the students' evaluation of classroom teaching effectiveness. The chair's evaluation will consider the general guidelines in Section 2. The students' evaluation will follow the guidelines in Section 3.
- b. A report of scholarly and/or creative accomplishments (FES 3) is to be completed by using the "Report on Scholarly and/or creative Accomplishments." This report is to be completed by each faculty member as a means of indicating his/her scholarly and/or creative accomplishments. Each faculty member must submit the appropriate supporting documentation as required in the respective college's FES policy to verify the scholarly and/or creative accomplishments (see Section 4.)
- c. A report of service activities (FES 4) is to be completed by each member of the faculty as a means of indicating his/her service. Each faculty member must submit the appropriate supporting documentation as required in the respective college's FES policy to verify his/her service activities (see Section 5).
- d. A summary rating of each faculty member based upon FES 1 through FES 4 is to be completed by using the "FES Summary Report" (Attachment 1). This "FES Summary Report" is to be completed by the department/school chair and is to be signed by both the chair and the faculty member. A faculty member who fails to sign the FES Summary Report shall be ineligible for any merit increases based on productivity in the time period covered by the unsigned FES Summary Report. A faculty member who believes the FES Summary Report does not accurately

reflect his/her productivity may appeal his/her summary rating as described in Section 6.

- 1.05 The “FES Summary Report” is to reflect faculty activity for the twelve-month period beginning January 1 of each calendar year and ending December 31 of the same calendar year. Should a faculty member change his/her workload during this twelve-month period, he/she will negotiate with his/her academic dean and chair to determine the weights from Table I to be used.
- 1.06 Should a faculty member receive an administrative FES X assignment (see APS 790601), the faculty member will receive a separate evaluation for the FES X assignment by the supervisor of the assignment as well as the FES 5 evaluation. The weights for FES 1, 2, 3, and 4 are not adjusted and the faculty member receives an FES 5-based merit recommendation as if he/she does not have a separate FES X assignment. In a like manner, the faculty member’s performance of the FES X responsibility is evaluated and a merit recommendation is made as if the FES X assignment is the faculty member’s sole responsibility. The final merit recommendation is the weighted average of the two merit recommendations. The weight for FES X is the proportional reduction in the teaching load and the weight for FES 5 “one minus the FES X weight.”
- 1.07 The timelines for the completion of the forms are to be established by the Provost and Vice President for Academic Affairs.
- 1.08 Evaluation for merit pay purposes should be based on data covering only the specific time period.

## 2. CHAIR’S EVALUATION OF FACULTY TEACHING EFFECTIVENESS

- 2.01 A department/school chair may decide to use a faculty committee to assist him/her in evaluating faculty teaching effectiveness.
- 2.02 Teaching may include, among other things, classroom and laboratory instruction; development of new courses, laboratories, and teaching methods; publication of and/or development of electronic instructional materials; and supervision of undergraduate and graduate students. The chair’s rating of faculty teaching effectiveness should be based on as much information as can be reasonably obtained. FES 1 Worksheet (see

information. Faculty members needing improvement should be encouraged to seek appropriate assistance in creating and implementing a development plan.

6.03 Once completed, the “FES Summary Report” is to be signed by the chair and by the faculty member. The signature of the faculty member represents merely an indication that the completed report has been reviewed with the faculty member by the chair and does not necessarily indicate concurrence with the report’s contents. The faculty member’s signature does not preclude the faculty member from appealing the summary rating report. A faculty member who fails to sign the “FES Summary Report” is ineligible for any merit increases based on productivity in the time period covered by the unsigned “FES Summary Report.” The final score on the “FES Summary Report” will serve as the basis for recommendations to the dean for merit pay.

6.04 A faculty member may appeal his/her FES Summary Rating Report score to the chair and/or academic dean. The faculty member must submit in writing his/her rationale for the appeal accompanied by appropriate documentation. If not satisfied with the dean’s decision, the faculty member may appeal to the Provost and Vice President for Academic Affairs. The decision of the Provost and Vice President for Academic Affairs is final.

APPROVED: \_\_\_\_\_/signed/  
James F. Gaertner, President

DATE: \_\_\_\_\_ 11/10/09