

# Angelo State University

## **GUIDELINES ANNUAL FACULTY PERFORMANCE EVALUATION**

### **Description and Purpose**

The evaluation is an annual requirement for all tenured and tenure-track faculty members seeking continuance/reappointment. The purpose of the evaluation is twofold:

1. To offer department guidance in the professional growth of faculty members in order to encourage and support faculty development, and
2. To meet the State requirement for recommendations for employment continuance.

### **Annual Faculty Performance Evaluation Folder**

No later than the third Friday of the Fall semester, each faculty member will submit to the Department Peer Review Committee an evaluation folder [8½" x 11" manila folder with the faculty member's name and academic year on the tab] containing the following items:

1. Faculty Activity Report and Evaluation  
The faculty member must provide
  - a. the personal information at the top of the first page, and
  - b. a bulleted list of accomplishments for the past academic year (the Fall semester through the second Summer term) under each of the three categories: Teaching, Scholarly/Creative Activity, and Leadership/Service. Do not provide a narrative description of accomplishments.
2. IDEA summary forms for classes taught during the previous Fall and Spring semesters;
3. Current vita, not to exceed 15 pages;
4. Annual Professional Achievement Record, if applicable;
5. Cumulative Professional Achievement Record, if applicable; and
6. Other materials requested by the Department Peer Review Committee or Department Head.

### **Annual Performance Evaluation Review Process**

#### *Reconciliation*

At each level of review, an opportunity is provided for reconciliation of disagreement. In cases when the Department Peer Review Committee disagrees with the faculty member, reconciliation is left to the Department Head. When the findings of the Department Peer Review Committee differ from those of the Department Head, the Dean of the college resolves the conflict. When the Dean's report is in conflict with that of the Department Head, the Provost and Vice President for Academic and Student Affairs is responsible for resolving the disagreement. If the disagreement cannot be resolved through this process, the faculty member may initiate a formal grievance as outlined in OP 06.11.

***Department Peer Review Committee***

Each academic department is responsible for the creation of its Department Peer Review Committee, including the membership and identification of the chair, unless such a committee is already in place. In a designated location on RamPort, each department must provide a written description of how the membership and chair are selected. When possible, a composition of three to five tenured faculty is recommended.

The evaluation materials are reviewed first by the Department Peer Review Committee, which is responsible for providing constructive comments to the faculty member in both a narrative and a summary rating on the Department Peer Evaluation Form. The intention of this review is to offer honest, well-reasoned commentary about the work of the faculty member and to provide guidance, when appropriate, to help the faculty member improve his/her performance. No later than the sixth Friday of the Fall semester, the Department Peer Review Committee chair or a designated representative adds the completed Department Peer Evaluation Form to the faculty member's evaluation folder and submits the folder to the Department Head.

***Department Head***

After reviewing the evaluation folder and the Peer Review Committee's comments, the Department Head completes two documents. On the Department Peer Evaluation, the Department Head adds his/her evaluation of the faculty member's performance and indicates agreement or disagreement with the Department Peer Review Committee's review and ratings. On the Faculty Activity Report and Evaluation, the Department Head provides ratings (Satisfactory; Satisfactory, Improvement Needed; Unsatisfactory) for Teaching, Scholarly/Creative Activity, Leadership/Service, and Overall and marks his/her recommendation for continuance for tenured faculty or reappointment for tenure-track faculty.

When a rating of "Satisfactory, Improvement Needed" or "Unsatisfactory" is marked, the Department Head and faculty member are required to prepare a written development plan and schedule, both of which become part of the faculty member's permanent department file. The Department Head and faculty member will meet according to the prescribed schedule to review progress on the development activities. Both the Department Peer Review Committee and the Department Head monitor progress on the development plan during the annual faculty performance evaluation and provide appropriate commentary on the Department Peer Evaluation. In the case of repeated unsatisfactory performance evaluations for tenured faculty, the University will initiate the process for revocation of tenure as specified in the Texas Education Code, Performance Evaluation of Tenured Faculty, (51.942).

After completing the department evaluation, the Department Head meets with each faculty member to discuss the Peer Evaluation and ratings provided on the Faculty Activity Report and Evaluation. The faculty member may add comments to the Faculty Activity Report and Evaluation, signs the form to indicate that he/she has seen the document, and receives copies of both forms for his/her personal records.

No later than the ninth Friday of the Fall semester, the Department Head forwards originals of the following materials to the Dean: Faculty Activity Report and Evaluation; IDEA summary forms; Annual Professional Achievement Record, if applicable; and Cumulative Professional Achievement Record, if applicable. The faculty member's folder containing copies of these materials and the updated vita is retained in the department.

*Dean of College*

The Dean of the College reviews each faculty member's evaluation materials and submits his/her recommendation for continuance/reappointment to the Provost no later than Friday of the eleventh week of the semester. The Dean notifies the faculty member and the Department Head of his/her recommendation following the same timeline.

*Provost*

The Provost reviews the materials provided and submits a letter of continuance/reappointment or notification of employment termination/revocation of tenure to the Dean, Department Head, and faculty member.