

COEN FAC 002

Faculty Evaluation Procedures

Effective Date: December 14, 1997

Revised: May, 2010

In BSU Policy 4290, Boise State University prescribes annual performance evaluations for all full-time faculty, and optional evaluations for part-time adjunct faculty. This performance evaluation is separate from and in addition to BSU Policy 4380, Periodic Review of Tenured Faculty. BSU Policy 4290 directs each college to establish criteria for evaluating faculty within the general categories of teaching, scholarly/ creative/ research activities, and service. This document provides criteria, procedures and schedule for evaluating faculty in the College of Engineering, within the guidelines of BSU Policy 4290. There are some additional deadlines that are not defined in University policy, and some deadlines are earlier than required by University policy to allow for additional review time. Department Chairs are responsible for compliance with the deadlines in this procedure.

I. Criteria:

- A. Each faculty member, regardless of tenure status, is expected to contribute uniquely to the College of Engineering and to support the mission and objectives of the college as a member of the team.
- B. Each faculty member's performance is expected to contribute to the advancement of the college in the three areas of teaching, scholarly/ creative/ research activities, and service. The overall expectation of faculty performance is to achieve a well-rounded faculty. It is not anticipated or desired that all faculty will make equal contributions in all three areas, and a desirable diversity in contribution is encouraged. The particular blend of contributions within the three areas shall be determined in consultation with the department chair and in accordance with BSU Policy 4560 by the individual faculty member, based on the emphasis appropriate to his or her job title.
- C. Performance expectations shall take into consideration the interests and talents of the individual faculty member as well as the needs of the department. Expectations documented during the evaluation process will often encourage the faculty member to enhance his/her abilities in an area that he/she is personally interested in developing, or will ask the faculty member to stretch in new directions because of departmental needs. Expectations expressed may be developmental or remedial in nature, encouraging a faculty member to improve specific performance areas.

II. Evaluation Procedures and Timeline for Tenure-Track, Tenured, Non Tenure-Track, and Part-Time Adjunct Faculty:

A. Tenure-Track Faculty Procedures:

These evaluation procedures apply to tenure-track faculty members who are **not** applying for promotion and tenure during the current academic year. For tenure-track faculty members who **are** applying for promotion and tenure during the current academic year, follow procedures outlined in COEN FAC 001. The department chair's recommendation letter will serve in place of the annual evaluation. (Note: Dates represent final deadlines. Tasks may be, and are encouraged to be, completed prior to these dates.)

October 15

- **Department Chairs** shall appoint a Tenure Progress Review Committee (TPRC) for each tenure-track faculty member.
 - **TPRC Composition** – The TPRC will consist of two tenured faculty from the department, and one tenured faculty member from another department in the College of Engineering. The TPRC for a tenure-track department chair will be appointed by the dean. Any exception to this composition must be approved by the dean in writing.

January 10

- **Faculty Members** shall submit a faculty evaluation portfolio to the department chair.
 - **Evaluation Portfolio Guidelines** – This portfolio shall be identical to the promotion/tenure portfolio. Guidelines for preparing the portfolio are presented in Section III of the Promotion and Tenure Policy and Procedure (COEN FAC 001) for the College of Engineering. Assistance in preparing the portfolio may be requested from the TPRC and/or the department chair prior to the January 10 submission deadline.
- **Department Chairs** shall submit tenure-track faculty evaluation portfolios to the TPRC.
- **TPRCs** shall elect a chairperson.

January 25

- **TPRCs** shall review the faculty evaluation portfolio and submit the TPRC report form to the department chair.

February 7

- **Department Chairs** shall review the faculty evaluation portfolio and the TPRC report form, and write a letter evaluating the progress of the tenure-track faculty member, then submit all tenure-track faculty TPRC report forms with chair comments to the dean.

March 1

- **Dean** shall review the TPRC report form, chair letter and portfolio, write a letter evaluating the progress of the tenure-track faculty member, and submit the TPRC report form and the evaluation letters to the tenure-track faculty member and to the department chair. Where appropriate, the dean shall outline recommendations for future actions.

March 15

- **Department Chairs** shall formally meet with tenure-track faculty to discuss the TPRC report form, the chair's comments and the dean's letter.

March 22

- **Department Chairs** shall submit a final written evaluation to tenure-track and tenured faculty members.
- **Faculty Members** – If the faculty member agrees with the chair's evaluation, and if deficiencies in a faculty member's performance are identified, the faculty member is responsible for remediating the deficiencies and the institution, through the department chair, is expected to assist that remedial action.

April 1

- **Faculty Member** who does not agree with the final written evaluation may write an addendum which shall be signed by the faculty member and the department chair.
- **Department Chair** shall submit a copy of the final faculty evaluation report, any addenda, and plans for the faculty member's development/remediation to the dean of the college, and shall submit a summary of the conference regarding the TPRC report form to the dean. All documents shall be placed in the department's official personnel file of the faculty member.

October 1

- **Department Chair** shall meet with the faculty member to update plans.

B. Tenured Faculty Procedures:

These evaluation procedures are in addition to BSU Policy 4380, Periodic Review of Tenured Faculty. In the case where a tenured faculty member is seeking promotion to Professor during the current academic year, use the promotion procedures in COEN FAC 001 in lieu of this evaluation.

January 10

- **Faculty Members** shall submit a faculty evaluation folder to the department chair.
 - **Evaluation Folder Guidelines** – This folder shall contain at a minimum an updated CV that highlights what the tenured faculty member has accomplished during the past calendar year in teaching, scholarly/creative/research activities, and service. Inclusion of student evaluations or other materials may be requested by the Department Chair as well.

March 1

- **Department Chairs** shall provide a preliminary written evaluation to each tenured faculty member.

March 15

- **Department Chairs** shall formally meet with tenured faculty member to discuss the preliminary written evaluation and to review the faculty member's plans for next academic year.

March 22

- **Department Chairs** shall submit a final written evaluation to tenured faculty members.
- **Faculty Members** – If the faculty member agrees with the chair's evaluation, and if deficiencies in a faculty member's performance are identified, the faculty member is responsible for remediating the deficiencies and the institution, through the department chair, is expected to assist that remedial action.

April 1

- **Faculty Member** who does not agree with the final written evaluation may write an addendum which shall be signed by the faculty member and the department chair.
- **Department Chair** shall submit a copy of the final faculty evaluation report, any addenda, and plans for the faculty member's development/remediation to the dean of the college. All documents shall be placed in the department's official personnel file of the faculty member.

October 1

- **Department Chair** shall meet with the faculty member to update plans.

C. Non Tenure-Track Faculty Procedures:

January 10

- **Faculty Members** shall submit a faculty evaluation folder to the department chair.
 - **Evaluation Folder Guidelines** –The evaluation folder shall contain at minimum an annual activity report in a format specified by the department chair. This annual activity report must include a description of

the candidate's assigned duties for that calendar year in the form of a Work Load Unit (WLU) analysis. Inclusion of student evaluations or other appropriate materials may be requested by the Department Chair as well.

- **Department Chairs** shall submit faculty evaluation folders to the immediate supervisor (if other than the chair) of each non tenure-track faculty member.

February 15

- **Department Chairs** shall meet with the immediate supervisor (if other than the chair) of each non tenure-track faculty member to discuss performance in that faculty member's area of primary emphasis.

March 1

- **Department Chairs** shall provide a preliminary written evaluation to each faculty member.

March 15

- **Department Chairs** shall formally meet with faculty member to discuss the preliminary written evaluation and to review the faculty member's plans for next academic year.

March 22

- **Department Chairs** shall submit a final written evaluation to faculty members.
- **Faculty Members** – If the faculty member agrees with the chair's evaluation, and if deficiencies in a faculty member's performance are identified, the faculty member is responsible for remediating the deficiencies and the institution, through the department chair, is expected to assist that remedial action.

April 1

- **Faculty Member** who does not agree with the final written evaluation may write an addendum which shall be signed by the faculty member and the department chair.
- **Department Chair** shall submit a copy of the final faculty evaluation report, any addenda, and plans for the faculty member's development/remediation to the dean of the college. All documents shall be placed in the department's official personnel file of the faculty member.

D. Part-Time Adjunct Faculty Procedures:

Part-time and adjunct faculty will be evaluated at the discretion of the department/ unit chair. Hence, each department/ unit is encouraged to develop procedures for part-time faculty evaluations. At a minimum, the annual evaluation shall include student evaluations.