

TO: Full Time Faculty

FROM: Jeff Gingerich, Ph.D., Provost/Senior VPAA

DATE: September 8, 2021

SUBJECT: Annual Evaluation Schedule for Faculty Specialist – 2021/2022

Due to the COVID-19 pandemic, FAC and FPC developed an MOU so that Faculty Specialists have the option of submitting self-reports electronically. This is only for the Academic Year 2021-2022 and is not a permanent change to the *Faculty Handbook*. We will provide more details about this process shortly.

Attached is Section 6.0, F.3 of the *Faculty Handbook* on Evaluation of Faculty Specialists. The schedule, which I have reviewed with the chair of FAC, follows.

- A) If candidate chooses, an electronic or written Self Report is submitted to the SharePoint site or Department chair/program director, respectively – March 1, 2022
- B) Department to forward written performance evaluation and the standards upon which they are based to the Dean (copy to the candidate) - March 15
- C) Candidate's response to evaluation (if any) forwarded by the Candidate to the Dean – March 29, 2022
- D) Dean's Recommendation to Provost – April 12, 2022

Faculty Handbook
Section 6.0, F.3

Annual written performance evaluations, and the standards upon which they are based, are prepared by the department chair or program director, and forwarded to the appropriate dean(s). By March 15, the Faculty Specialist's department will complete and send to the appropriate dean(s) a written evaluation of the Faculty Specialist's teaching and service. This evaluation may also touch upon the Faculty Specialist's scholarship, if relevant, but an evaluation of teaching and service alone is sufficient. It is the Faculty Specialist's discretion to choose to submit a self-report no later than two weeks before the deadline for the department's evaluation, but this self-report is not required. If the Faculty Specialist chooses to submit a self-report, the Faculty Specialist will be evaluated by the tenured members of the department as a group.

In the event that the Faculty Specialist chooses not to submit a self-report, the tenured members of the Faculty Specialist's department will vote annually to determine whether the Faculty Specialist will be evaluated by the tenured members as a group, or whether primary responsibility for the task will be delegated to the chair. If the tenured members of the department vote to delegate the primary responsibility to the chair, at the chair's discretion, the chair may seek input from tenured members of the Faculty Specialist's department, but the chair must also consider any unsolicited comments submitted in writing from tenured members of the department. The evaluation of teaching must be based on at least one classroom observation, preferably by the chair, but the chair may delegate this duty to a tenured member of the department. However, the chair must be the preparer and signatory of the actual evaluation. If the Faculty Specialist submits a self-report, or if the tenured members of the department vote to evaluate the Faculty Specialist as a group, they will also vote to designate an author for the evaluation letter. This letter will summarize the discussion of the Faculty Specialist's teaching and service (and scholarship, if relevant) at a meeting held expressly for that purpose. Faculty members are encouraged to observe the Faculty Specialist's teaching before participating in such a discussion.

According to the same deadlines, the department will provide a copy of its evaluation to the Faculty Specialist, who will have the right to submit a response to the evaluation to the appropriate dean(s) within two weeks.

The Dean shall review all recommendations and responses that have been received by March 15. The Dean's reasons for supporting or not supporting the recommendations of the department shall be stated in writing. The Dean shall forward this statement, along with copies of any written recommendations from other appropriate deans, to the candidate and the chairperson who shall provide tenured members of the department with access to these recommendations. The Dean shall also forward all recommendations and responses to the Provost/SVPAA for inclusion in the evaluation file.

All materials will be sent by the dean(s) to the Provost/SVPAA for review and inclusion in the Faculty Specialist's permanent evaluation file. If the Faculty Specialist subsequently applies for another faculty position at the University, such evaluations will be made available to the members of that position's search committee.

Faculty Specialists will receive salary increases in accordance with FAC contract guidelines for persons classified as faculty.