

TO: Full Time Faculty

FROM: Michelle Maldonado, Ph.D., Interim Provost/Senior VPAA

DATE: October 7, 2022

SUBJECT: Annual Evaluation Schedule for Faculty Specialist – 2022/2023

FAC and FPC developed an MOU so that Faculty Specialists have the option of submitting self-reports electronically.

Attached is Section 6.0, G.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 tenured members of the department, respectively – February 1, 2023
- B) Chair will send Chair's evaluation and recommendation and the department's evaluation and recommendation, if applicable, to the Candidate – March 1, 2023
- C) Candidate's response to evaluation (if any) forwarded by the Candidate to the Dean – March 15, 2023
- D) Chair will forward Chair's evaluation and recommendation and the department's evaluation and recommendation, if applicable, and candidates self-report if applicable to the Dean – March 15, 2023
- E) Dean's Recommendation along with all recommendations, responses and if applicable, the self-report to Provost – April 12, 2023

Faculty Handbook
Section 6.0, G.3

3. Annual Written Performance Evaluations: Faculty Specialists are evaluated annually at the departmental level and by the dean. As described below, the departmental level evaluation will be completed by either the tenured members of the department as a group or by the chair, except in the case of the terminal year of a Faculty Specialist's contract, when both a review by the tenured members of the department and the chair is required (see [Section 6.0.G.2](#) above). In addition to the criteria in sections D and E above, this departmental level written evaluation will touch on 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 to the tenured members of the department no later February 1, 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, except in the case of the terminal year of a Faculty Specialist's contract, which requires a review by the tenured members of the department, 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.

In the case of an evaluation by the tenured members of the department as a group, the tenured members will hold a meeting expressly for the purpose of a frank and confidential discussion of the Faculty Specialist's annual performance, including the self-report, if a self-report is submitted. The tenured members will vote to designate an author of the evaluation letter which will summarize the discussion of the Faculty Specialist's teaching, service, fulfillment of other duties and responsibilities given in Sections D and E above, and, if relevant, scholarship. Faculty members are encouraged to observe the Faculty Specialist's teaching before participating in such a discussion.

In the final year of a contract, a confidential vote to recommend the reappointment or non-reappointment of the Faculty Specialist will be taken at the meeting and will be recorded in the evaluation letter. Only tenured faculty members who participate in the meeting in its entirety and who are physically present at the time of the balloting will take part in the official vote. (This provision is not intended

to exclude anyone who must leave the meeting momentarily. In such a case, the meeting may be suspended temporarily). If the meeting for a particular Faculty Specialist continues in one or more separate sessions, only those who participate in all of the sessions for that Faculty Specialist in their entirety and who are physically present at the time of the balloting will take part in the final vote.

By March 1, the chair will send a copy of the chair's evaluation and recommendation and the department's evaluation and recommendation, if applicable, to the Faculty Specialist, who will have the right to submit a written response to the evaluation(s) to the appropriate dean(s) by March 15.

By March 15, the chair will send a copy of the chair's evaluation and recommendation, the department's evaluation and recommendation, if applicable, and the Faculty Specialist's self-report, if applicable. 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 chair, and of the tenured members of the department, when applicable, shall be stated in writing. The Dean shall forward this statement, along with copies of any written recommendations from other appropriate deans, to the Faculty Specialist and the chairperson who shall provide tenured members of the department with access to these recommendations.

The Dean shall also forward by April 12 all recommendations, responses, and if applicable, the self-report 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.