

TO: Full Time Faculty

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

DATE: August 26, 2019

SUBJECT: Annual Evaluation Schedule for Faculty Specialist – 2019/2020

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

- A) If candidate chooses, a Self Report is due to Department chair or program director – March 9, 2020
- B) Department to forward written performance evaluation and the standards upon which they are based to the Dean (copy to the candidate) - March 23, 2020 (since the due date that is printed in the *Faculty Handbook*, March 15, lands during Spring Break, we will extend the deadline till the following Monday)
- C) Candidate's response to evaluation (if any) forwarded by the Candidate to the Dean – April 6, 2020
- D) Dean's Recommendation to Provost – April 27, 2020

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. The Faculty Specialist may choose, at his or her discretion, 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, the chair may, at his or her discretion, 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 him- or herself must prepare and sign 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. 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.