

At its meeting of March 2, 1992, the Academic Senate approved the following Policy Resolution presented by David McNeil for the Professional Standards Committee.

### **POST TENURE REVIEW**

Supersedes F81-5 and amendments F83-7, S84-3.

#### **Guidelines for Evaluation of Teaching Effectiveness of Tenured Faculty**

##### **A. Basis for Requirement**

These guidelines are to provide for the periodic evaluation of the instructional performance of tenured faculty in accordance with the minimum standards stipulated in Agreement Provisions 15.29 through 15.31 and those clauses within the general provisions of Article 15 of the Agreement that specifically relate to tenured faculty.

##### **B. Condition of Implementation**

The purpose of these evaluations shall be to promote and maintain excellence in instructional performance. They should be conducted in an atmosphere of constructive and beneficial communication between those involved. As based on these guidelines, the evaluation of tenured faculty shall be conducted in such a way as to protect the principle of academic freedom in conformity with American Association of University Professors' policies of academic freedom and due process and the right of each faculty member to such protection.

##### **C. Evaluation of Schedule**

1. All tenured faculty members shall be evaluated at least once every five years.
2. Faculty who are reviewed for promotion need not be evaluated until the fifth year subsequent to that review.
3. Faculty will not be reviewed while on sabbatical or on full-time leave-of-absence.
4. The department as a whole, through a designated committee or through the chair, shall establish the five year review cycle and each fall shall inform the college dean of the faculty members to be evaluated that year.

##### **D. Evaluation Committee(s)**

1. Departments shall establish one or more evaluation committees. Except for full professors, no member of the committee(s) may participate in the evaluation of faculty of equal or higher rank.
2. No evaluation committee shall have fewer than two members in addition to the department chair. Should there be too few faculty of appropriate rank within the department to meet the minimum number required, the department will, in consultation with the college dean, select additional members from other departments within the college.
3. The department chair shall serve as ex officio member and chair of all evaluation committees except his or her own committee.
4. No faculty member can sit on an evaluation committee which is evaluating his or her own instructional performance.

##### **E. Review Content**

1. Initial Evaluation: The purpose of evaluation is to assess the instructional performance of a faculty member. To that end:
  - a. The standard "Student Opinion of Teaching Effectiveness" ratings completed during the five year evaluation cycle shall be considered.
  - b. Currency, pertinent to instructional performance in the teaching assignment of the faculty member, shall

be assessed.

c. Evaluation forms devised by the department, or college, may be considered; evaluation forms devised by instructors may, with their consent, also be considered.

d. Signed letters, written by students or graduates during the period of the review, may be considered. Signatures on such letters shall not be eliminated from copies shown to the faculty member being evaluated.

e. Further materials, including green sheets and a statement from the faculty member about his or her teaching philosophy or style, may be considered.

2. Further Evaluation

If the committee decides that further review is necessary, it may take additional steps, such as those identified in University Policy S91-9, Evaluation of Effectiveness in Teaching for All Faculty, approved May 13, 1991.

Other information volunteered by the faculty member shall be considered.

F. Results of the Evaluation

1. A written summary of the evaluation shall be given by May 1 to the evaluated faculty member, who may make a written response to it. The summary of the evaluation shall be placed in the faculty member's personnel file by May 15; the faculty member's response, if any, shall be included when submitted.

2. The department chair in every case shall discuss the evaluation with the evaluated faculty member. If areas for improvement have been identified, they shall inform the faculty member. The departmental chair shall also inform the evaluated faculty member about the opportunities for assistance which are available within the department and elsewhere on campus.

3. When the department chair's instructional performance is evaluated, the committee, or its designee, shall discuss the results with the department chair.

**ACTION BY THE UNIVERSITY PRESIDENT: Approved by President J. Handel Evans on March 9, 1992.**