**HONORS COLLEGE**

**Guidelines for Performance Evaluation of Faculty OP 32.32**

**Link to University OP:** [**http://www.depts.ttu.edu/opmanual/OP32.32.pdf**](http://www.depts.ttu.edu/opmanual/OP32.32.pdf)

**Purpose**: The purpose of this Operating Policy/Procedure (OP) is to establish uniform guidelines and procedures for performance evaluations of members of the faculty.

**Review**: Once every 2 or 3 years

**Policy/Procedure**

 Call from Dean by Dec 1

 Faculty response deadline, Jan 20

 Assoc Dean report deadline, March 1

 Dean’s report deadline, meeting and signatures April 15 or before summer departure

**Criteria**

The responsibilities of the university dictate, to a major extent, the responsibilities of the individual faculty member. Therefore, faculty members are responsible for teaching, research and other creative/scholarly activity, and service to the profession, university, and community. Performance in these three areas of responsibility will provide the basis for the evaluation of faculty members.

In making individual evaluations, consideration should be given to standards expected of faculty members in similar fields of study in institutions of higher education comparable to this university in terms of mission and status, and specifically to the mission of the Honors College as articulated in the Honors College Strategic Plan.

**Procedures –**Standardized procedures will be followed by each college or school. These procedures include the following:

a. Each faculty member shall provide, according to a uniform format, a written record of achievements for the year immediately past (see Attachment A [from OP 32.32]. This information shall provide the principal database for the evaluations. In addition to the annual report, the faculty member will provide a copy of the syllabus for each course taught during the year immediately past. This annual report will be provided to the Associate Dean by January 20.

b. An Associate Dean responsible for evaluating a faculty member shall provide written evaluations of the faculty member's performance for the preceding year. As one part of the evaluation, the Associate Dean will verify the inclusion in the course syllabi of the expected student learning outcomes and the methods used to assess those outcomes (as required by OP 32.06, Faculty Responsibility). In addition, the Associate Dean will consider performance for the three previous years. This annual evaluation will be provided to the Dean and the faculty member by March 1 with any unsatisfactory evaluation so noted. Both the administrator and faculty member will sign the evaluation.

c. Student evaluations of teaching ability will be conducted at least once each academic year by each faculty member using a standard university form (see Attachment B). Other evaluation forms may be used in addition to the standard one if the faculty member chooses to do so (see Attachment C).

These evaluations should not be available for review by the faculty member until after submission of final grades. The evaluations will be considered by theAssociate Deanin the annual performance evaluation of faculty members. Student evaluations should beretained in the department office for at least six years. Student evaluations should be retainedor summarized for probationary faculty for use in tenure decisions.

d. Each year, the dean, in consultation with the Associate Dean(s) of the college, shall review each faculty member's evaluation. The dean may provide an additional evaluation or approve an Associate Dean’s evaluation. In those cases where the dean and an Associate Dean agree that incompetence, continuing or repeated substantial neglect of professional responsibilities, or other good cause is present in the performance of a faculty member, the procedures outlined in Development procedures OP32.32 shall be followed.

The dean will review with the Associate Dean the process used for determining the merit of each faculty member’s performance in order to assure compliance with all policies and procedures and to be certain that each faculty member has received fair consideration of his/her work.

e. Discipline-specific evaluation procedures such as goal setting, peer evaluations of teaching, or comparisons with mission and goal statements of the academic unit may be developed.

f. All units should have a procedure established whereby a committee of peers will be available to mediate disagreement between an individual faculty member and the chairperson/coordinator regarding an annual review at the faculty member's request (*See Dispute Resolution*). If the mediation is not successful, a copy of the committee's recommendation shall become part of the annual evaluation. This procedure and/or the possibility of filing a grievance provide the non-binding alternative dispute-resolution processes described in Chapter 154 of the Civil Practice and Remedies Code.

g. Such a peer review committee shall be chosen by pre-established procedures agreed upon by a majority of the voting members of the faculty member's academic unit.

Attachment A: <http://www.depts.ttu.edu/honors/facultystaff/Info_Froms/Annual%20Faculty%20Report.docx>

Attachment B: <http://www.depts.ttu.edu/opmanual/OP32.32B.pdf>

Attachment C: <http://www.depts.ttu.edu/honors/forms/FacPeerRev.doc>