

Section 1.2

Tenured Academic Employee Procedures

Recommended procedures for assessment of Tenured Academic Employees (Teaching and Non- Teaching Faculty)

*Non-Teaching Faculty is defined as counselors and librarians. Those who are generally ineligible for tenure and who work in a management capacity are defined as Professional Staff.

Responsibilities of the individual faculty member:

Stage I

Every year, for **annual evaluation**, every tenured academic employee will create, update, and maintain a personal record to include the following:

- Annual Evaluation form (standard form provided):
 - teaching load, job description
 - current year's goals
 - self-evaluation of current year's goals
 - goals for upcoming year
- *Submit to the Vice President of Academic Affairs by May 15
- Support documents
 - syllabi and other course documents
 - examples of student work
 - student evaluations (as required)
 - NTF: other relevant documents
- *Keep file until requested by VPAA
*Keep for use by Assessment Team for fifth-year evaluation

Stage II

For tenured faculty, every five years a **comprehensive evaluation** will be documented. This will include four preceding annual evaluations in addition to other relevant accomplishments (i.e. specialized certifications, presentations, and/or publications, etc.) **It shall be the responsibility of the faculty member being evaluated**, by the 8th week of the fall semester, to meet with his/her faculty assessment team composed of faculty selected from the discipline or allied disciplines [i.e. one selected by the VPAA, one selected by the department chair or supervisor, and one selected by the employee being evaluated] to discuss relevant issues of teaching or other employment duties, institutional involvement, community outreach, and any other factors deemed important by the team or the individual being reviewed.

Responsibilities of the faculty assessment team:

By the end of the fall semester, the faculty assessment team shall:

- Recommend various methods of evaluation appropriate to the discipline under review, which shall include but not be limited to evaluation of teaching or other employment responsibilities, advising, outreach, and professional enrichment activities.
- Discuss with the faculty member the implementation and results of such evaluation, including, as applicable, student, peer, administrative, and self- evaluation elements.
- Create an assessment file, which shall include data and documents from the above process from the preceding four years, along with a brief report from the assessment team.
- Make this file available to the VP AA for review by end of Fall semester.
- In a case in which the review indicates the need for remediation, the faculty assessment team, VP AA, and the affected faculty member shall develop a set of criteria for remediation and assess the results. The VP AA shall be responsible for initiating the remediation process and for providing reasonable and necessary support for the remediation in question. The remediation process shall be completed by the end of Spring semester, if possible.

TENURE-TRACK ACADEMIC EMPLOYEE

Teaching and Non-Teaching

FIRST YEAR:	<p>Create personal record including:</p> <p>1. ANNUAL EVALUATION FORM:</p> <ul style="list-style-type: none"> • Teaching load, job description • Current year's goals • Self-evaluation of those goals • Create new goals for upcoming year <p>• Support Documents:</p> <ul style="list-style-type: none"> • Syllabi • Student evaluations • Relevant accomplishments: <ul style="list-style-type: none"> - Certificates - Publications, etc. • Course Documents: <ul style="list-style-type: none"> - Paper - Project samples 	Submit to VPAA May 15
		<p>Keep Until Requested by:</p> <ul style="list-style-type: none"> • VPAA • And for use by: ASSESSMENT TEAM for five year evaluation
SECOND YEAR:	<i>(Same as #2)</i> Submit ANNUAL EVALUATION FORM	VPAA May 15
THIRD YEAR:	<i>(Same as #1)</i> Submit ANNUAL EVALUATION FORM	VPAA May 15
FOURTH YEAR:	<i>(Same as #1)</i> Submit ANNUAL EVALUATION FORM	VPAA May 15
FIFTH YEAR:	<ul style="list-style-type: none"> • Comprehensive Evaluation by FACULTY ASSESSMENT TEAM <i>(3 Representatives):</i> Selected by VPAA Selected by Department Selected by Employee • Employee Responsible for Calling First Meeting • Duties of Committee: <ul style="list-style-type: none"> • Review annual evaluations and supporting documents for preceding four years • Create final file with brief report • Make report available to VPAA and Administration • Indicate follow-up if necessary 	Completed during Fall Semester
		By Eighth Week of Fall Semester
		By end of fall semester