ARTICLE THIRTEEN
FACULTY EVALUATION

13.1 A continuous process of evaluation shall be conducted to provide information for use in making decisions regarding change of status for individual Faculty members and to encourage continuing improvement in performance by all Faculty.

13.2 Evaluation procedures are determined by the Dean after receiving recommendations from the appropriate Faculty body. In general, the evaluation process will include:

13.2.1 The Faculty member's presentation, which may include some or all of the following:

   a. The Faculty member's self-perceptions.
   b. Statements from Faculty colleagues.
   c. Any other materials which the Faculty member may wish to submit, including but not limited to:
      i. A video of his/her classroom performance.
      ii. Examples of unique teaching materials or techniques developed and/or used.
      iii. Classroom evaluations by individuals other than the Division Chair.

13.2.2 The Division Chair's review, which will include:

   a. Perceptions of a Faculty member's strengths and prospective growth areas.
   b. Evaluations based on at least two (2) and no more than four (4) classroom visits.
   c. Review of student course evaluations.
   d. Evaluation of a faculty member's work as an advisor.
   e. Evaluation of a faculty member's work in service to the University.

13.3 The University shall conduct a comprehensive evaluation of a Faculty member during the latter's first year of employment at the University and in other years in which issuance of a one-year contract is contemplated; in the years in which the Faculty member requests the first two- and three-year rolling contracts; and when the Faculty member applies for promotion.

13.4 Each full-time Faculty member shall be formally evaluated at least once every five academic years. This evaluation process shall include the processes noted in 13.2.1 and 13.2.2.

   13.4.1 The Dean shall keep track of five-year Faculty reviews and notify the Faculty member of the timing and content of the review.

   13.4.2 The Dean or his/her designee shall write an evaluation addressing the Faculty member's performance in teaching, professional development,
academic advising and service to the University and share it in a personal meeting with the Faculty member, who will have two weeks to respond if s/he chooses to do so.

13.4.3 The Dean shall make his/her recommendations to the Provost no later than the last weekday of September in the academic year following the review. A copy of the review and response shall be added to the Faculty Evaluation File.

13.4.4 In the event a Faculty member requests consideration for promotion or change in contract status, the five-year review will be set for five years after the academic year in which such formal consideration occurs.

13.4.5 The Dean may, at his/her discretion, defer the five (5) year review by one year if circumstances warrant. (For example, if the faculty member has notified the University of his/her plans to apply for promotion in the year immediately following the scheduled year for the five year review.)

13.5 Evaluations may also be carried out by the Provost, by his/her delegate, or by outside consultants. Prior to the use of delegates or outside consultants, the Faculty member and the Federation shall be advised by the Provost of the intent to use such evaluators, the purpose of the evaluation, and the qualifications of the evaluator.

13.6 Excepting for student evaluations routinely accomplished in conjunction with the completion of a course that has been instructed by a Faculty member, and in accordance with Article Eighteen, no anonymous materials may be used in evaluating the Faculty member for any purpose. Any third party material that is not furnished by, or at the solicitation of, the Faculty member, will be made available to the Faculty member prior to it being used in the evaluation process.