

General Instructions for Annual Evaluations

Policy 4.6.5

This report will serve in evaluating professional performance of non-tenured tenure-track faculty on an annual basis.

For the Faculty Member:

1. All faculty members are responsible for clearly and concisely presenting appropriate information, explanation, assessment, and documentation concerning their teaching, scholarly/creative achievements, and service.
2. All self-evaluations should be self-contained and accurate.
3. Supporting documentation should be provided, and faculty members should reference the documents in the application. Documents should be well organized to help committee members access them easily.
4. Avoid jargon and abbreviations but do provide background information or explanations when needed to help the reader understand information unique to a discipline or field or to the applicant's duties.
5. Narratives must analyze and explain rather than simply repeat listed information or summarize information already provided.
6. Cover page information should be complete. Additional rows may be added to tables, as needed, for degrees, job information, etc.
7. The application should be single spaced, should be printed with one inch margins in 10 point type, and should include the appropriate headers and page numbers.
8. Applicants are strongly encouraged to stay within recommended maximum lengths for each section.
9. Self-evaluations should be printed on yellow paper.
10. Submission of self-evaluations shall include all materials required by Policy 4.6.5, page 3 (1a-1d).

For Committees and Administrators:

1. After reviewing the self-evaluation and supporting materials, the department committee will prepare the Evaluation Report for Annual Performance, which assesses the faculty member's performance in each of the three areas, based on Department, College, and University criteria.
2. The department committee's report should clearly and concisely assess performance, referencing relevant documentation and criteria, and should not merely repeat or summarize information provided in the self-evaluation. The department committee should write with awareness that other evaluators less familiar with the faculty member's work and his or her academic discipline will read its report. The report itself should be adequate to present the candidate to college and university levels; additional materials are made available to these levels but are typically not forwarded with the report. Avoid jargon and abbreviations but do provide background information or explanations when needed to help the reader understand information unique to a discipline or field or to the faculty member's duties.
3. Narratives must analyze and explain rather than simply repeat listed information or summarize information already provided.
4. The report should be single spaced, should be printed with one inch margins in 10 point type, and should include the appropriate headers and page numbers.
5. The Evaluation Report for Annual Performance shall be on white paper and shall not be assembled within the faculty member's self-evaluation.
6. The faculty member's cover page shall become the cover page of the Evaluation Report for Annual Performance.
7. Committees and administrators will provide a recommendation on reappointment on the appropriate signature pages of the Evaluation Report for Annual Performance.
8. If a reconsideration has not been requested, the corresponding pages in the Evaluation Report for Annual Evaluation shall be eliminated.
9. All materials required by Policy 4.6.5, page 3 (1a-1d), shall be forwarded to the Provost. Colleges may require additional materials in accordance with college policy.