

Faculty Evaluation Procedures for Reappointment and Tenure

(For Probationary Faculty hired after 8/1/06)

1. Each probationary faculty member in the Pott College of Science and Engineering will be evaluated annually by a personnel committee consisting of at least three tenured faculty members within the probationary faculty member's home department. Members of each personnel committee will be selected by the Department Chair. The following guidelines will be followed:
 - a. If the home department has only two tenured faculty available to serve on a personnel committee, the Chair will select a tenured faculty member from outside the department but within the College. However, at the request of the Department Chair and with approval from the Dean, tenured faculty from outside the College may serve on a personnel committee.
 - b. If the home department has only one tenured faculty member available to serve on a personnel committee, that individual, the Department Chair, and a member from outside the department but within the College will constitute the personnel committee. The Chair will not have an individual evaluation.
 - c. If the home department has no tenured faculty members available to serve on a personnel committee, no department personnel committee will be formed. The applicant will be evaluated by the Department Chair.
 - d. Each probationary faculty member's personnel committee will be appointed during the first semester of the first probationary year. The personnel committee membership will remain the same throughout the seven-year probationary period, unless changes become necessary due to retirements, resignations, or other reasons deemed appropriate by the Dean.
 - e. The personnel committee will, at its first meeting, elect one member to serve as the committee chair.
 - f. With the exception of 1b above, Department Chairs will not serve on evaluation committees.

2. Each year of the probationary period, the personnel committee will review the evaluatee's academic accomplishments in the areas of teaching, scholarship and professional activity, and service. Following this review, the committee will forward its written evaluation and recommendations to the Department Chair for consideration. The Department Chair will review the evaluatee in the areas of teaching, scholarship and professional activity, and service. Following this review, the Department Chair will

forward his/her written evaluation and recommendations, along with the personnel committee evaluation and recommendation to the Dean for consideration. The Dean will review the evaluatee in the areas of teaching, scholarship and professional activity, and service. The Dean will forward his/her written evaluation and recommendation, along with the Chair and personnel committee reviews to the Provost and Vice President for Academic Affairs for consideration.

3. For each annual evaluation, the personnel committee and Department Chair will send a letter to the evaluatee to convey the annual evaluation results. Letters must provide feedback to the evaluatee on his/her progress to date in the areas of teaching, scholarship and professional activity, and service. Separate paragraphs must address each of these three areas of faculty endeavor and comment on strengths and weaknesses evident in each. Suggestions for addressing any deficiencies noted in any area should be included. Also, the letter should include a summary paragraph indicating the recommendation to the Dean regarding the candidate's reappointment or tenure, as appropriate. The committee and Department Chair will provide an opportunity to meet with the candidate to discuss the evaluation results; however, meetings may not substitute for the written evaluation letters. A copy of the committee and Department Chair letters to the evaluatee will be included in the candidate's personnel file. At the beginning of each academic year, the Dean will announce dates when committee and Department Chair evaluations and recommendations will be due.

4. The Dean will review the evaluatee in the areas of teaching, scholarship and professional activity, and service. In addition, the Dean will review the committee and Department Chair evaluations and recommendations, and determine whether or not the evaluatee should be recommended to the Vice President for Academic Affairs for reappointment and/or tenure. The Dean will send a letter to the evaluatee to convey the results of his/her review and recommendations. A copy of the Dean's letter will be sent to the appropriate Department Chair. In addition, the Dean will meet individually with the evaluatee to discuss the overall evaluation and, if appropriate, the candidate's progress toward tenure.