
ANNUAL FACULTY PERFORMANCE EVALUATION

PURPOSE: To establish guidelines for the annual performance evaluation of faculty.

Policy Statement:

The faculty of Boise State University, in accordance with State Board of Education policy, shall be reviewed annually in order to evaluate their performance. Evaluation of performance is an important component of faculty development and personnel actions such as reappointment, nonappointment, granting promotion and/or tenure, salary determination and other personnel action.

Guidelines:

The faculty and the dean of each college and the Library shall establish criteria for evaluating faculty within the general categories of teaching, scholarly/creative/research activities, and service. Such criteria shall recognize variations among disciplines and departments, and the different expectations for the Library with respect to faculty performance. The relative importance of the various criteria may change over time according to college or Library goals. The criteria adopted by each college and the Library shall be approved and kept on file by the Provost and Vice President for Academic Affairs. All members of the faculty shall have access to the criteria.

I. Annual Performance Evaluation

A. **Responsibility:** Each department chair/division manager shall provide for the annual evaluation of all faculty members of the department. Part-time faculty may be evaluated by the chair/division manager or a designate.

B. Procedural Guidelines for Official Faculty:

1. Faculty are responsible for submitting to the department chair by February 1, written evidence to demonstrate their teaching effectiveness as well as evidence of continuing work in scholarly/research/creative activities, and service for the previous calendar year. Each data source should be related to the role of the faculty member in carrying out the mission of the University. Evaluation of faculty should be made in terms of the individual's effectiveness. In applying the guidelines, faculty members are to be evaluated according to their specific assignments. Documented evidence should include, but is not limited to:
 - a) Student evaluations (refer to BSU 4300) as well as other evidence of students' learning in his/her classes such as student essays and publications, field work or lab reports, or conference presentations on course-related work.

- b) Evidence of efforts to improve teaching such as incorporation of field projects into a course, adoption of a new teaching method, or an innovational instructional use of media.
 - c) Evidence of scholarly/creative activities and/or research such as presentations, peer judgments about publications, success in securing funding through grants, contracts, and/or other related activities.
 - d) Evidence of service to the profession, University, and community.
 - e) Peer evaluations of nontenured faculty (refer to BSU 4320).
 2. Prior to March 15, department chairs/division managers shall provide a written evaluation to each faculty member. Faculty have the option of an individual conference with the chair to discuss the evaluation.
 3. If the faculty member agrees with the chair's/division manager's evaluation and deficiencies in a faculty member's performance are identified, the faculty member is responsible for remediating the deficiencies and the institution, through the department chair/division manager, is expected to assist that remedial action.
 4. If the faculty member does not agree with the chair's/division manager's evaluation, he/she may schedule a meeting with the chair/division manager to discuss the preliminary report. After this meeting the chair/division manager will write a final evaluation report and provide a copy to the faculty member. If the faculty member does not agree with the final report, he/she has the prerogative to write an addendum. The finalized document and any addendum shall be signed by the faculty member and the department chair/division manager and placed in the department's official personnel file of the faculty member. A copy of this report shall be given to the faculty member.
 5. A copy of the final faculty evaluation report, any addenda and plans for the faculty member's development/remediation shall be presented to the dean of the college by April 1.
- C. Procedural Guidelines for Part-time Faculty:** Part-time faculty will be evaluated at the discretion of the department chair/division manager. Hence, each department/unit is encouraged to develop procedures for part-time faculty evaluations. At a minimum, the annual evaluation shall include student evaluation.