

SLIPPERY ROCK UNIVERSITY

**FIFTH YEAR PERFORMANCE REVIEW
AND EVALUATION
POLICIES AND PROCEDURES
FOR TENURED FACULTY**

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This is an Administrative Guide for the Fifth Year Performance Review and Evaluation process. If there is a conflict between this guide and the APSCUF agreement, the agreement will apply

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SLIPPERY ROCK UNIVERSITY

FIFTH YEAR PERFORMANCE REVIEW AND EVALUATION POLICIES AND PROCEDURES FOR TENURED FACULTY

OVERVIEW

“Each tenured faculty member shall receive a performance review evaluation no later than May 15 of his/her fifth year of appointment as a tenured faculty member and again no later than May 15* every fifth year thereafter.” (2007 CBA, Article XII, Section G-1). Although there are numerous purposes for faculty evaluations, the focus of the fifth year performance review is upon professional development. Although formal and/or informal evaluations are conducted by faculty with the intent of improving professional performance, the formal five year performance review evaluation mandated by the CBA provides an opportunity to assist faculty with this process.

SCHEMATIC REPRESENTATION OF PERFORMANCE REVIEW PROCEDURES

FALL	ACTOR(S)	ACTION(S)	RECIPIENT OF ACTION(S)
Fall of Evaluation Year	Faculty Member	Assures that colleague has administered student evaluations in all classes for→→→→	Faculty Member
Fall of Evaluation Year and Early Spring completed by February 15.	Department Evaluation Committee	Conducts one classroom visitation each semester for→	Faculty Member
Fall of Evaluation Year	Department Chair	Conducts one classroom visitation for →→→→→→→→	Faculty Member
By March 1	Faculty Member	Submits self evaluation and supportive materials to→→→→→→→→→→	Department Chair & Department Evaluation Committee
*Department chair and Committee must give faculty member opportunity to discuss their individual reports before forwarding to Dean.			
By April 1 (CBA)	Department Evaluation Committee	Sends report and supportive materials to→→→→→→→→→→	Department Chair, Department Evaluation Committee & Dean
By April 8 (CBA)	Department Chair	Sends report and supportive materials to→→→→→→→→→→	Dean
Between April 8 & May 8	Dean	Sends a draft of 5 yr. Review to provide opportunity for discussion of review →→→→	Faculty Member
By May 15 (CBA)	Dean	Returns all reports and supportive materials and provides own performance review evaluation→→→→→	Department Evaluation Committee, Chair & Faculty Member

PERFORMANCE REVIEW AND EVALUATION PROCEDURES

1. The Faculty Member

The faculty member shall maintain his/her own professional file and shall prepare and submit the following materials to the departmental evaluation committee, with a copy to the department chairperson, in order that the Performance review and evaluation may be completed in accordance with these procedures:

- a. An updated vita;
- b. A brief statement of self-evaluation relating to each of the criteria:
 1. Effective teaching and fulfillment of professional responsibilities.
 2. Continuing scholarly growth.
 3. Service: contributions to the University and/or community.
(Please see Performance Review Categories that follow.)
- c. Student evaluations in all classes from the fall semester
- d. Peer evaluations by department evaluation committee and department chairperson
- e. Any other pertinent data the faculty member wishes to submit

A faculty member, if she/he wishes to clarify or disagree with the department committee's and/or chairperson's evaluation may add a statement to the report.

The faculty member may request meetings with the departmental evaluation committee, the department chairperson and/or the dean at appropriate points in the evaluative process, such as the following:

- a. A meeting with the departmental committee and/or the department chairperson;
- b. A meeting with departmental evaluation committee to discuss its final report prior to its submission of the report to the department chairperson and the dean;
- c. A meeting with the department chairperson to discuss his/her report prior to its submission to the dean;
- d. A meeting with the dean to discuss his/her written performance review prior to the final report.

2. The Department Evaluation Committee

The departmental faculty shall select an evaluation committee according to established departmental policies and in compliance with the CBA, such that

- a. The committee shall number at least three (3) faculty, excluding the department chairperson, any faculty who are undergoing an evaluation performance review, and any family members of the faculty who are undergoing an evaluation performance review. NOTE: When a department is too small to

- meet the required minimum of three (3) regular full-time members on a committee, please refer to the CBA (12C1.a)
- b. The committee shall announce the rules and procedures under which it will operate prior to the commencement of the evaluation process at the beginning of each semester.
 - c. The committee will undertake the process of peer evaluation for each faculty member undergoing evaluation and will develop a written statement evaluating the faculty member on the basis of the CBA's Performance Review Categories that follow. The committee will use evidence which includes, but is not necessarily limited to, the following:
 1. Classroom visitations - one each semester of the evaluation year - utilizing the approved evaluation form and providing the faculty member an opportunity to discuss the observations made prior to reducing them to written form for the faculty member's signature;
 2. Examination of materials submitted by the faculty member and of the report of the chair's classroom visitation (see Performance Review Categories of this document).
 - d. The Departmental Evaluation Committee will carry out its functions with proper regard for rights of the faculty member to both substantive and procedural due process.
 - e. The committee will provide the faculty member with a reasonable opportunity to discuss its final report before submitting to the chair.
 - f. The faculty member may attach a response to the department committee's review.
 - g. The committee will submit its independent report and recommendations to the department chair and its report and recommendation together with the supportive materials it has collected/received to the appropriate dean.

3. The Department Chairperson

As part of his/her peer leadership duties, the department chairperson shall have directed the departmental faculty to select an evaluation committee according to departmental policies.

The department chairperson shall:

- a. Complete an independent performance review based on his/her personal knowledge and observation of the faculty member's performance, including one classroom visitation during the year of evaluation. The department chairperson shall also use the results of the department evaluation committees independent report and recommendations and the materials submitted by the faculty member in preparing his/her own report and recommendations;
- b. Provide copies of his/her report and recommendations to the faculty member and the departmental evaluation committee;
- c. Provide the faculty member with the opportunity to discuss his/her report.
- d. The tenured faculty member may attach a response to the chair's report.

- e. Carry out his/her functions with proper regard for rights of the faculty member to both substantive and procedural due process;
- e. Submit his/her independent report to the appropriate academic dean and department committee.

4. The Dean

The Dean shall assume responsibility for the integrity of the fifth year performance review process. The failure of a department, the department chairperson, or the department evaluation committee to carry out their duties and responsibilities shall not bar the president, the appropriate academic dean or other UNIVERSITY management personnel from conducting, in good faith, the performance evaluation reviews.

The Dean shall:

- a. Provide a written performance review in accordance with the provisions of the Collective Bargaining Agreement based upon the materials and reports submitted to him or her by the chair and department evaluation committee and any other relevant and substantiated data gathered by the Dean;
- b. Carry out his/her functions with proper regard for the rights of the faculty member to both substantive and procedural due process;
- c. Provide the faculty member with an opportunity to discuss the performance review draft prior to the final report. Such discussion shall be specific and detailed and shall clearly set forth those areas of performance, if any, which require improvement;
- d. Complete the performance review process no later than May 15 of the performance review year and shall return the written reports and recommendations to the faculty member along with the submitted supportive materials;
- e. Send written report to the department chair and evaluation committee.

The written reports and recommendations along with the submitted supportive materials are to be maintained by the faculty member for use as needed in other related evaluations, i.e. promotions, future fifth year performance reviews.

PERFORMANCE REVIEW CATEGORIES

I. EFFECTIVE TEACHING AND FULFILLMENT OF PROFESSIONAL RESPONSIBILITIES

Effective Teaching and fulfillment of Professional Responsibilities is the most important but not the sole category for evaluating both teaching and non-teaching faculty.

Competence in this category will be indicated, when applicable, by such items as:

1. Student evaluations from classroom teaching, coaching, theatre and other non-classroom assignments for each semester of the evaluation year;
2. Peer evaluations of teaching and non-teaching performance e.g., Department Chair, Athletic Director(s), etc.
3. Reports of classroom/learning site visitations and other non-teaching professional functions, by peers;
4. Quality of course syllabi or other student materials prepared by the candidate and used in classroom and in non-classroom learning sites.

Fulfillment of Professional Responsibilities means the provision of responsible service, consistent with the objectives of the university. It will be assessed as part of the performance review evaluation by the Department Committee and the Department Chairperson, however, the faculty member also may provide evidence of his/her performance of these basic responsibilities. The Department Committee and the Department Chairperson will use their respective evaluation forms to indicate whether or not the faculty member has met these professional duties, which will be indicated, when applicable, by such items as:

1. Provides quality student advisement;
2. Provides prompt, and when possible, advance reporting of any changes in class hours or classrooms assigned;
3. Prepares for and meets assignments, with timely notification to the proper authority in case of absence;
4. Keeps office hours with a minimum of 5 hrs. per week on 3 different days for teaching faculty and 5 days per week for non-teaching faculty;
5. Fairly evaluates and promptly reports student achievement;
6. Reports promptly and in advance, if possible, absence due to illness;
7. Accepts those reasonable duties assigned within the field of competence;
8. Preserves and defends the goals of the university with the right to advocate change;
9. Recognizes and attempts to meet departmental goals and stated standards of performance with the right to advocate change;
10. Willingly accepts department work assignments;
11. Provides timely execution of work assignments;
12. Renders service to the university, including participation in group deliberations.

For all faculty members whose basic responsibilities are outside the classroom, the duties and responsibilities of the position shall be the category instead of effective teaching. For faculty members with mixed work assignments, effective teaching and the duties and responsibilities of the position shall be evaluated under the terms of this category.

II. CONTINUING SCHOLARLY GROWTH

This will be indicated, when applicable by such items as:

1. Development of experimental programs;
2. Papers delivered at national and regional meetings of professional societies;
3. Regional and national awards;
4. Offices held in professional organizations;
5. Invitational lectures given;
6. Participation in panels at regional and national meetings of professional organizations;
7. Grant Acquisitions;
8. Editorships of professional journals;
9. Participation in juried shows;
10. Program related projects;
11. Quality of musical or theatrical performances;
12. Participation in one-person or invitational shows;
13. Consultantships;
14. Additional graduate work beyond minimum requirements for the rank;
15. Research projects and publication record;
16. Contribution to the scholarly growth of one's peers;
17. Development/presentation of workshops;
18. Research in progress with documentation of its status;
19. Testimony of experts in the discipline or related disciplines;
20. Exhibitions;
21. Attendance and participation in professionally organized workshops, institutes, seminars, symposiums, short courses, conferences, etc., related to the discipline;
22. Participation in professional organizations which advance a professional field or discipline;
23. Development of new scholarly practical insights.

The above items are not in priority order nor are ALL items expected to be included.

III. SERVICE: CONTRIBUTIONS TO THE UNIVERSITY AND/OR COMMUNITY

This will be indicated, when applicable, in such items as:

1. Quality of participation in program, department, school, and university committees, which should be named and classified as Program, Department, School, University. Show manner of participation (member, Chairperson, Secretary, etc.); show time demand of the committee (meetings once a week all semester, four times a year, etc.)
2. APSCUF activity contributing to the governance of the university;
3. Development of new course(s) or program(s); quality of curriculum development. Describe course, program proposals or revisions which have benefited the department, school or university;
4. Participation in university-wide colloquia;
5. Special individual assignment. Give the name of the assignment, by whom it was made, the time involved, a descriptive paragraph explaining the assignment;
6. Significant contribution to student organizations or activities. Indicate the organization or activity; tell the contribution and the time demand;
7. Significant contribution to university governance other than covered in items above. Service as a department chair is an example. A temporary assignment in an administrative position may be included here;
8. Voluntary membership in professionally oriented, community based organizations reasonably related to the faculty member's discipline. Show your professional capacity within the group; show the recognitions that has come to the university as a result of this community work.
9. Lectures and consultations; give the name of the group and the kind of consultantship;
10. Consulting with local and area agencies and organizations;
11. Other miscellaneous service provided to the community. Show its relationship to personal and/or professional growth and its benefit to the university.