

## 8.15 EVALUATION OF TENURED TEACHING FACULTY (ASSOCIATE PROFESSORS AND PROFESSORS)

Tenured faculty will be evaluated in the area of their primary responsibility at least once every three years. According to the terms of the evaluation timetable (8.18), the supervising administrator or designee will conduct an observation and consultation.

8.15.1 By the tenth (10) week of the semester preceding the year of the tenured faculty member's evaluation, she/he will select one of the following options for the peer review process:

**Option 1:** A colleague from his/her department/discipline/division, selected from the scheduled rotation chosen by the department chairperson, or by the division curriculum committee chair in the absence of a department chairperson will conduct a classroom visitation and subsequent consultation. If the department chairperson is the evaluatee, the division curriculum committee chair will select the peer.

**Option 2:** or colleague from his/her department/discipline/division will meet to discuss issues related to the faculty member's normal assignment (e.g., counseling strategies, textbooks, course overviews, handouts, exams, teaching techniques, daily assignments, classroom assessment techniques, etc.).

**Option 3:** or colleague will be involved in a process combining options 1 and 2 above.

8.15.2 The faculty member has the option of adding one additional peer reviewer. Both peers will then consult with the faculty member to determine the number and timing of classroom observations or other evaluation elements and subsequent peer consultations.

8.15.3 The faculty member will complete a self-evaluation by the first week in October. This evaluation is to be included in the faculty portfolio for both the supervising administrator and the peer(s).

8.15.4 In the case of classroom instruction, student evaluations will be collected by the supervising administrator or designee for inclusion in the portfolio.

8.15.5 Whenever there is more than one (1) evaluator, the peers must meet and reach consensus (agreement) about the review within ten (10) days of the completion of the peer review options. If agreement is not reached, another opinion may be attached to the report.

8.15.6 Within ten (10) days of the completion of the peer review report or the dean's evaluation, the peer(s) or the dean, respectively, will consult with the faculty

member (see 8.18.3.4 below). The faculty member must sign each report. The signature does not necessarily indicate agreement with the report. The faculty member has ten (10) days to respond in writing to the formal peer report or the dean's evaluation. The written response will be included in the member's personnel file.

- 8.15.7 For each criterion marked as "Does not meet expectations," specific examples and suggestions for improvement must be made by the evaluator.
- 8.15.8 The peer(s) and the supervising administrator will send the evaluations to the appropriate president, who will forward them to the Human Resources Office to be included in the faculty member's personnel file.
- 8.15.9 After a regular faculty member's evaluation(s) indicate that he/she satisfactorily meets the requirements of his/her assignment, the employee may request that evaluations older than the two most current copies be sealed in the member's file. No duplicate copies shall be maintained elsewhere.