Procedures for Faculty Evaluations

In order to allow the faculty of Athens State University to maintain a high standard of excellence in teaching, scholarly activity, and service, the faculty of Athens State University do hereby establish a formal, annual performance review of all members of the Athens State faculty, whether tenured, tenure-track, or non-tenure-track. The performance review shall consist of three parts: (1) a self-review, (2) annual summary data provided by the Student Rating Form, and (3) an annual review by each faculty member’s Department chair or College Dean.

The faculty evaluation shall provide information that will allow for formative evaluation, information that can be used by the faculty members to improve teaching, scholarly activity, and service. The evaluation should also provide information that will allow for summative evaluation, so as to allow for comparison to others and established professional standards, such that the information can be used to assist in decisions concerning tenure, promotion, and merit raises. This process should provide for faculty development including, for tenure-track faculty, an internal pre-tenure review. For pre-tenure faculty it is important to have evaluative information for use in faculty development.

I. Faculty Self-Evaluation

The procedure starts when the faculty member conducts a self-evaluation utilizing a form that includes teaching competency and effectiveness, advising responsibilities, service, professional development/scholarly activities, and other faculty duties. The faculty self-evaluation is reviewed by the faculty member and Department chair.

II. Student Evaluations of Faculty

A. General Guidelines for Use of Student Rating Forms

1. Student course evaluations will be conducted during spring, fall and summer sessions.

2. Summative evaluation shall normally be based on one year's data. Faculty shall not be evaluated solely on the basis of one student or one class. Except in the case of first-year appointments, faculty shall not be evaluated based on data from one semester.

3. Student Rating Forms shall always be used in combination with other sources of information concerning teaching, for example, annual evaluations by deans/chairs, annual self-evaluations, evaluation by colleagues, and/or portfolio information.

4. Faculty shall never be rank-ordered on the basis of Student Rating Forms or any other single piece of data. Differences among class averages of student ratings, even based on several semesters, cannot be assumed to measure accurately differences in teaching effectiveness. No single instrument to measure teaching effectiveness is so reliable and valid as to allow ranking of teaching effectiveness, as small numerical differences cannot be assumed accurately to distinguish significant differences in teaching effectiveness.
5. Student ratings shall always be viewed within the context of an individual's teaching assignment. The factors to be considered might include class size, rating of instructors of similar courses within the discipline, teaching load, experience in teaching a course, etc.

6. Faculty shall always have the right to provide clarification of student evaluations.

7. Faculty should take the steps necessary to understand clearly how student ratings will be used in faculty evaluations.

8. No one item on a student evaluation shall be used to draw conclusions. Even the most effective instructor, due to style or experience, may not score high on any particular item.

B. Data Analysis Procedure

The results of mandatory student course evaluations are provided to each faculty member and their Department chair and College Dean.

III. Complete Faculty Evaluation

The complete evaluation of faculty shall contain:

1. Self-evaluation;
2. Student evaluations;
3. Annual evaluation by Department chair or College Dean that includes an overall performance rating.

These three components will be reviewed by the faculty member and Department chair. The form will be signed by the Department chair/College Dean. Signing the Faculty evaluation review form by the faculty member is an acknowledgment that a meeting occurred between the faculty member and Department chair and is expected. The completed evaluation for faculty will be filed in the College Dean’s office as well as the Office of Human Resources following institutional guidelines. Any rubrics or specific methods of evaluation, or changes to rubrics or methods of evaluation, shall be reviewed by the Faculty Senate.