

Appendix D: Process Time-Line and Forms for Annual Evaluation of Faculty and Academic Administrators

By March 1

- Each faculty member submits a written annual evaluation report to his/her Department Chair/School Director and to his/her College Dean*
- Each faculty member may submit to the College Dean a written evaluation of his/her Department Chair/School Director
- Director of School of Education in conjunction with the Coordinator of EPPC submits an annual evaluation of each EPPC member to the member's College Dean
- Each Library faculty member submits a written annual evaluation report to the Dean of Libraries and Information Sciences

March 1 to April 30

- College Dean consults with Department Chair/School Director about the annual evaluation for each faculty member in the department
- College Dean and Department Chair/School Director meet with faculty members to discuss the faculty member's written evaluation following the annual review cycles outlined in section II.12. "Annual Evaluations."

By April 30

- College Dean submits annual evaluation to Provost
- Each faculty member may submit to Provost a signed, written statement regarding the administrative evaluation of the faculty member's College Dean
- Each faculty member may submit to the faculty member's College Dean a written evaluation of the Provost
- Each member of EPPC faculty provides to the Provost a written evaluation of the

Coordinator of EPPC

* Note: The annual evaluation is also undertaken for Library faculty members. The Library faculty annual evaluation process is stated in the *Library Faculty Handbook*.

- Faculty members of the Honors Committee may submit administrative evaluation of the Honors Director to the Provost
- The Athletic Director submits to the Provost an evaluation of each athletic faculty member who holds an appointment as lecturer
- The Dean of Ruth Scarborough Library and the Center for Teaching, Learning and Instructional Resources submits to the Provost an evaluation of each Library faculty member

By May 15

- Provost meets with each Dean to review the Dean's annual evaluations of the faculty
- Provost meets with each Dean to discuss the Dean's annual evaluation

By May 22

- Provost submits annual evaluations to the President

By May 30

- The Deans meet with the President to review the performance of the Provost

Faculty Evaluation of Academic Administrators

Full-time faculty are invited to provide written evaluations of their respective chair, director, associate dean, dean and the Provost on an annual basis.

Evaluation forms will be made available electronically to faculty and should be submitted through Sakai. Faculty may also choose to use the forms found in the Faculty Handbook, Appendix D, and submit to the Human Resources department. HR will verify that the faculty member is in the appropriate department or school for the administrator being evaluated. HR will then process the evaluations maintaining the confidentiality of the faculty. A tabulation of numerical responses will be made available to the chair/director, associate dean, dean or Provost being evaluated and to that person's supervisor (dean, Provost, or President). A copy or transcription of the written comments with the evaluators' names redacted will be provided by HR to the administrator being evaluated and to the supervisor, except in the case of department chairs, where comments will be provided to the supervisor only.

Supervisors will meet with chairs/directors, associate deans, deans or the Provost on an annual basis and will discuss the evaluation forms as part of the regular annual evaluation.

The purpose of these evaluations is formative: to share perceptions of the strengths and weaknesses of academic administrators and serve the goal of open communication and continuous improvement.

Annual Faculty Report

The following form identifies areas to be summarized in reporting your activities to your Department Chair/School Director and College Dean. This report should encompass all activities completed during the current academic year (summer through spring semesters) and in conjunction with all student course evaluations will be used as part of your annual review. Copies of this report are due in the offices of your chairperson/school director and Dean no later than March 1st.

Name _____

Department/School _____

Academic Year _____

Current Rank _____

Year Rank Granted _____

Year Eligible for Promotion _____

Tenure

Year Tenured _____

If not Tenured,

Year Eligible for Tenure _____

Teaching Activities

1. List all courses taught, new courses developed, and supervisions of any independent studies, cooperative education projects, internships, honor theses, or research reports and other activities related to your teaching responsibilities.

2. Committee Service, Advisement Responsibilities, and Administrative Duties

List all committee memberships, advisement responsibilities, and administrative duties and other service to the University.

3. Professional Development

List all professional development activities including grants, publications (clearly identify publications in refereed professional journals), research projects, presentation of professional papers, participation in panel discussions, juried shows, exhibits, music performances, creative activities, and attendance at conferences, workshops, seminars, and symposiums.

4. Community Service

List all community service related to the mission of the University.

5. Plans for Next Year

Please comment on your progress toward last year's goals and plans for next year, including courses you would like to teach, new courses you would like to develop, service assignments you would like to have and your plans for research and creative activities.

SHEPHERD UNIVERSITY
Department Chair or School Director
Administrative Evaluation
Annual Evaluation Form
Academic Year: _____

Name of Unit Head: _____

Academic Rank: _____ Department/School: _____

Criteria for evaluating the Administrative Responsibilities as provided by the Provost:

- I. Equity and timelines in decision-making:
- II. Available and responsive to faculty communications in a timely manner:
- III. Adheres to process:
- IV. Supports department initiative and development:
- V. Supports faculty initiative and development:
- VI. Supports the development of a cohesive department:
- VII. Generally gets the necessary organization and bureaucratic work of the College accomplished in a timely manner:
- VIII. Generally has a broad perspective of the needs of the University while working for the good of the department:

All faculty who evaluate the Department Chair should follow these criteria in writing their evaluations and submit a signed, written statement to the College Dean in accordance with the Time-Line.

SHEPHERD UNIVERSITY
Dean
Administrative Evaluation
Annual Evaluation Form
Academic Year: _____

Name of College Dean: _____

Academic Rank: _____ Department/School: _____

Criteria for evaluating the Administrative Responsibilities as provided by the Provost:

- I. Equity and timelines in decision-making:
- II. Available and responsive to faculty communications in a timely manner:
- III. Adheres to process:
- IV. Supports division initiative and development:
- V. Supports department initiative and development:
- VI. Supports faculty initiative and development:
- VII. Supports the development of a cohesive College:
- VIII. Generally gets the necessary organization and bureaucratic work of the College accomplished in a timely manner:
- IX. Generally has a broad perspective of the needs of the University while working for the good of the department:

All faculty who evaluate the Dean should follow these criteria in writing their evaluations and submit a signed, written statement to the Provost in accordance with the Time-Line.

SHEPHERD UNIVERSITY
EPPC Coordinator
Administrative Evaluation
Annual Evaluation Form
Academic Year: _____

Name of EPPC Director: _____

Academic Rank: _____ Department/School: _____

Criteria for evaluating the Administrative Responsibilities as provided by the Provost:

- I. Equity and timelines in decision-making:
- II. Available and responsive to faculty communications in a timely manner:
- III. Adheres to process:
- IV. Supports department EPPC initiative and development:
- V. Supports faculty initiative and development:
- VI. Supports the development of a cohesive EPPC:
- VII. Generally gets the necessary organization and bureaucratic work of the EPPC accomplished in a timely manner:
- VIII. Generally has a broad perspective of the needs of the University while working for the good of the EPPC:

All faculty who evaluate the EPPC Director should follow these criteria in writing their evaluations and submit a signed, written statement to the Provost in accordance with the Time-Line.

SHEPHERD UNIVERSITY
Honors Program Director
Administrative Evaluation
Annual Evaluation Form
Academic Year: _____

Name of Honors Program Director: _____

Academic Rank: _____ Department: _____

Criteria for evaluating the Administrative Responsibilities as provided by the Provost:

- I. Equity and timelines in decision-making:
- II. Available and responsive to faculty communications in a timely manner:
- III. Adheres to process:
- IV. Supports Honors Program initiative and development:
- V. Supports faculty initiative and development:
- VI. Supports the development of a cohesive Honors Program:
- VII. Generally gets the necessary organization and bureaucratic work of the Honors Program accomplished in a timely manner:
- VIII. Generally has a broad perspective of the needs of the University while working for the good of the Honors Program:

All faculty who evaluate the Honors Program Director should follow these criteria in writing their evaluations and submit a signed, written statement to the Provost in accordance with the Time-Line.

SHEPHERD UNIVERSITY
Provost
Administrative Evaluation
Annual Evaluation Form
Academic Year: _____

In narrative form, please provide your perception of the effectiveness and administrative style of the Provost. Your statement must be signed and submitted to your College Dean. The College Deans will share the faculty comments with the President.