

NAZARETH UNIVERSITY

FACULTY EVALUATION HANDBOOK

A guide for Chairs, Program Directors, and supervisors based on the Nazareth University Faculty Manual and Collective Bargaining Agreement with SEIU Local 200.

FULL-TIME FACULTY

Evaluation of faculty is done each year in accordance with the procedures described in the Faculty Manual. The year-end self-evaluation is an opportunity to recognize the accomplishments of the faculty and to identify future goals to support the mission of the university, your college, and your department. The Year- End Faculty Self-Evaluation Form is comprised of three parts:

- a data sheet
- goals and objectives
- narrative self-evaluation (per Faculty Manual guidelines)

Because our work with faculty to evaluate their performance and to establish goals for the upcoming year will significantly impact student success, at the end of each academic year, it is important that you **meet with each of your faculty and give them an appraisal that will assist them in noting significant success and possible areas for growth and development.** Your leadership in this area is critical.

Year-End Self-Evaluation and Narrative Self-Evaluations

from Faculty Manual, 2023

i. Every year each faculty member prepares a Year-End Faculty Self Evaluation and submits it to the Department Chairperson, which is then sent to the Dean, and then electronically archived in the Office of the Provost. The Department Chairperson also prepares their own Year-End Faculty Self-Evaluation.

ii. Faculty members, including Chairpersons, prepare Narrative Self-Evaluations and are evaluated at regular intervals. Chairpersons prepare written evaluations of department faculty members, and a senior faculty member designated by the Dean prepares a written evaluation of the faculty member currently serving as Department Chairperson. The individual faculty member is provided with a copy of the Chairperson's or the designated senior faculty member's evaluation. Narrative Self-Evaluations and chairperson's evaluation are prepared and evaluated according to the following cycle:

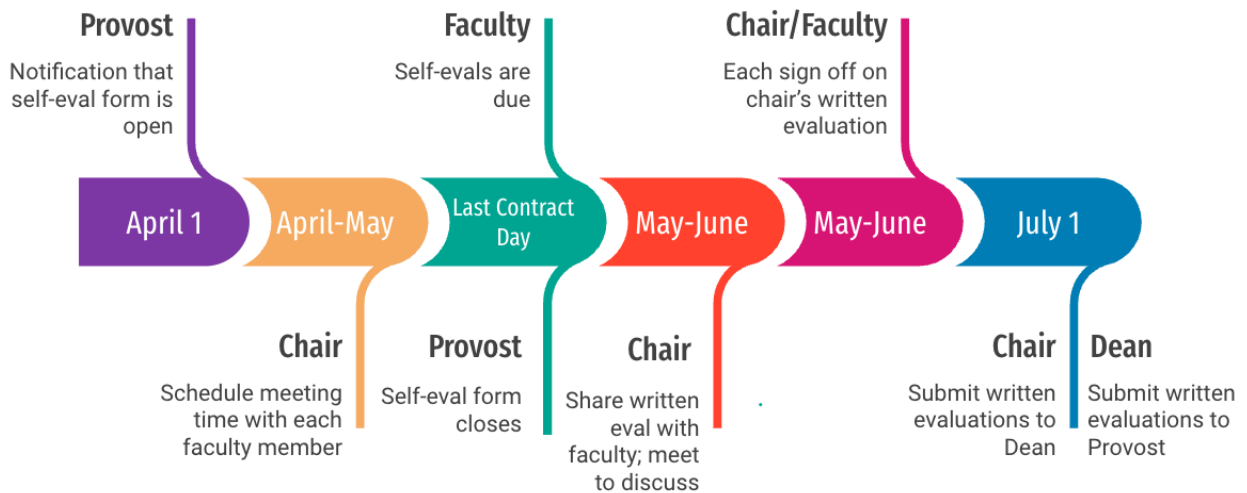
1. Instructors, Clinical Instructors, Assistant Professors and Clinical/Professional Practice Assistant Professors: on a yearly basis and as otherwise requested by the Chair, Associate Dean, Dean, or the Provost
2. Associate Professors and Clinical Associate Professors: every third year, and as otherwise requested by the Chair, Dean, Associate Dean, or the Provost
3. Professors and Clinical/Professional Practice Professors: every five years, and as otherwise requested by the Chair, Associate Dean, Dean, or the Provost

The Year-End Faculty Self-Evaluation and the Chairperson's evaluations are submitted to the Dean, and then electronically archived in the Office of the Provost.

iii. Chairpersons are expected to meet with each member of the department once a year to discuss the faculty member's past performance and goals for teaching, scholarly/professional and creative work, service to the department and university, and service to the profession and/or community.

iv. The Chairperson's evaluations, including an assessment of each performance area (i.e., excellence in teaching, scholarly, professional and creative work, service to the department, and the university, service to the profession and/or community) should be the basis for continued dialogue between the Chairperson and the faculty member.

Full-Time Faculty Evaluation Timeline and Process



**Chair must meet with each faculty member once per year, not necessarily in May-June.*

All faculty, including those who have administrative appointments, or who are pursuing or have pursued tenure or promotion within the year, are expected to complete the Year-End Faculty Self-Evaluation Form no later than the last day of the academic year contract. This form is accessible via the CourseEval Platform located on the faculty member's Moodle dashboard.

An email stating when the Self-Evaluation Form is open will be sent out to all full-time faculty no later than April 1st.

The Self-Evaluation Form will close on the last day of the academic year contract. However, you should arrange a time to meet with faculty to review the evaluation, and as such may need faculty to complete prior to the end of the academic year. Chairpersons may also provide abbreviated feedback directly on the Year-End Self-Evaluation form in the comment box. However, this abbreviated feedback does not take the place of the more comprehensive written evaluation by the Chairperson for faculty who are required to complete the Year-End Narrative Self Evaluation. For the Chairperson's evaluation of Instructors/Assistant Professors, Associate Professors and Professors who are scheduled to submit Year-End Narrative Self-Evaluations.

The Chairperson will:

- Share your written evaluation with that faculty member and provide them with a copy.
- Obtain and sign a paper copy of the written evaluation, indicating receipt and review of your evaluation.
- Retain a signed copy of this evaluation in your file
- Send a signed copy to the Dean who will forward a copy to the Office of the Provost by July 1st. This copy will serve as the official record, where it will be electronically archived.

ADJUNCT FACULTY

from CBA with SEIU Local 200

Section 15.1 Evaluation Process. The Dean, Department Chair or other University designee is responsible for the University's evaluation of Adjunct Faculty member performance, and shall have discretion over the timing, content, process, and criteria for Adjunct Faculty evaluations.

Section 15.2 Evaluation Content. The University's evaluation process may include, but is not limited to: (a) student evaluations and feedback; (b) review of the Adjunct Faculty member's compliance with applicable policies and requirements; (c) review of the Adjunct Faculty member's performance of duties related to teaching, which may include classroom observation; and (d) a self-assessment of no more than three pages. Student evaluations/feedback will not be the sole item used to evaluate Adjunct Faculty performance.

Section 15.3 Classroom Observations. The University may designate an observer to observe an Adjunct Faculty member's instructional work. Any such designated observer shall write a summary of his or her classroom visit and observations, and the University will share that summary with the Adjunct Faculty member. An Adjunct Faculty member may

draft a response to the observer's summary within fourteen (14) days after receipt of same, which will be appended to the summary. Both the summary and any response will be added to the Adjunct Faculty member's personnel file.

Section 15.4 Completed Evaluations. Completed evaluations will be shared with the Adjunct Faculty member and will become a part of the Adjunct Faculty member's personnel file. The University may provide coaching, guidance or other performance improvement directives to Adjunct Faculty members based on a completed evaluation or other performance-related observations or information. The University may consider evaluations in its decision-making process regarding Adjunct Faculty assignments or appointments.

Evaluation Form

The [Adjunct Faculty Evaluation Form](#) is accessible on the Academic Affairs webpage. The Department Chair, Associate Dean, or designee (e.g., Program Director) will utilize this form to conduct all evaluations of adjunct faculty.

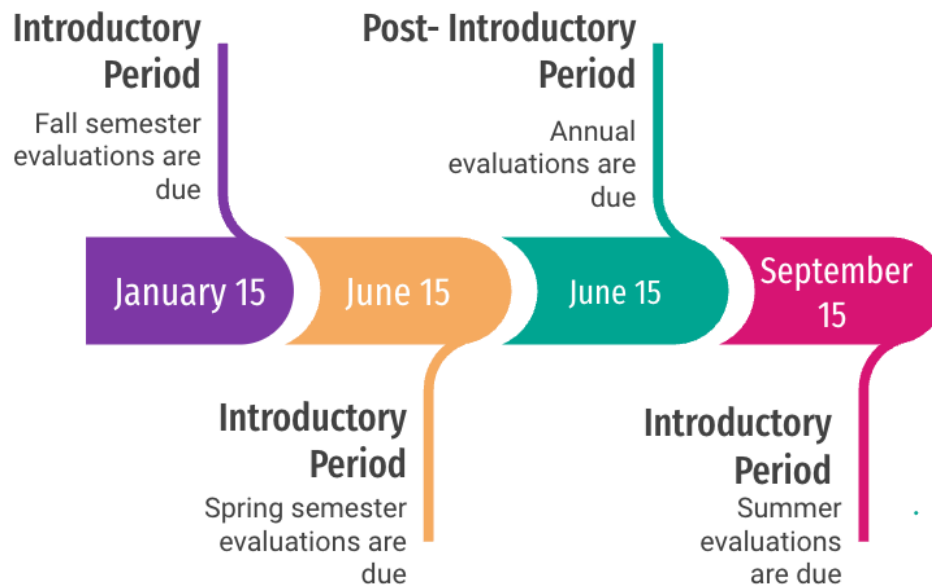
Each Semester: The Department Chair, Associate Dean, or designee will formally evaluate all adjunct faculty members during the *introductory period* of teaching. The introductory period is comprised of one of the following:

- Two academic year semesters (e.g., Fall/Spring)
- Three summer terms (e.g., Summer A, Summer B)
- One academic year semester and one summer term

The Department Chair, Associate Dean, or designee (e.g., departmental administrative assistant) must maintain a list of adjunct faculty who are in the introductory period and monitor the completion of evaluations.

Annually: After the introductory period is completed, subsequent evaluations occur on an annual basis.

Adjunct Faculty Evaluation Timeline



Evaluation Process

In order to evaluate an adjunct faculty member, at a minimum the evaluator should:

- Review syllabi utilized for the current semester
- Review course evaluations completed using the campus-wide course evaluation system
- **Either** complete a classroom observation using [the form provided](#) on the Academic Affairs webpage **or** utilize alternative sources of evidence (see section 15.2 above)

The Department Chair, Associate Dean, or designee must offer this formal feedback to the adjunct faculty member and secure the appropriate signatures that are required on the form. If the Chair does not intend to rehire the faculty member, this should be communicated in writing to the Dean's office and a note kept on file in the department.

A copy of all evidence/forms must be maintained by the department in the adjunct faculty member's personnel file.