



To: Full-time Faculty, Faculty with Rank & Time, Clinical Faculty
From: Sara Varhus
Subject: Faculty Evaluation Materials

Evaluation of faculty is done each year in accordance with procedures described in the Faculty Manual and the Evaluation Time Lines approved by the faculty in December, 1987. This time line calls for all faculty members to complete a data sheet reflecting their work in the year just completed, to receive an assessment from the Chair of each of the performance areas defined in the data sheet, and to set goals for the coming year in consultation with their department chair.

In addition to the data sheet, narrative self-evaluations and evaluations by chairpersons are scheduled for selected faculty as follows: instructors and assistant professors on a yearly basis; associate professors every third year; and professors every five years. Department Chairs are notified by the VPAA of the senior faculty scheduled for full evaluation. All faculty members with pre-tenure appointments, regardless of rank, complete the narrative self-evaluation, and department chairpersons prepare a written evaluation of these faculty members.

All other faculty will receive written comments from their department chair on their past year's accomplishments as reported in their data sheets. (Chairs may choose to enter these assessments directly into Chalk and Wire, or to attach them in memo form.)

The forms for faculty self-evaluation are available on Chalk & Wire:

https://www2.naz.edu/files/5814/2747/7265/Faculty_Self_Evaluation_Instructions.pdf

- Part A: Faculty Data Sheet: Completed by all full-time, half-time and three-quarter time. This information from the Faculty Data Sheet may be shared within the Nazareth campus community and is used for analysis and dissemination of faculty work, e.g., the Professional Achievements of the Nazareth College Faculty.
- Part B: Goals and Objectives Statement—shared with Chair. If confidentiality is desired, submit your goals to your chair in hard copy.
- Part C: Narrative Self-Evaluation. Completed as follows: instructors and assistant professors on a yearly basis; associate professors, every third year; and professors, every five years. Guidelines for Narrative Self-Evaluation by Faculty may be accessed on the Academic Affairs website:

<https://www2.naz.edu/files/7814/0924/4607/Guidelines20for20Narrative20Self20Evaluation202014.pdf>

We ask that you “submit” the appropriate materials to your chairperson via Chalk and Wire no later than the last day of the academic year contract. If you submit a narrative self-evaluation, your chairperson will share his or her evaluation with you for your signature. This review should then be scanned and uploaded to the Chalk and Wire record, attached to the Narrative Portfolio. The complete record will then

be forwarded to the appropriate Dean. Chairs will notify the Dean that their evaluations are available by June 5.*

In order for us to reflect faculty accomplishments in the annual Academic Affairs report to the President and the annual publication of the Professional Accomplishments of the Nazareth College Faculty, only materials received by May 15th* will be included.

Thank you for your attention to this important process.

*Or the next business day if these should fall on a weekend or holiday.