

## Year-End Faculty Self-Evaluation Form

### Information for Department Chairs

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 college and your department. The Year- End Faculty Self-Evaluation Form is comprised of three parts:

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

Your 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 (Faculty Manual, 2019)

- i. Every year each faculty member prepares a Year-End Faculty Self Evaluation Form and submits it to the Department Chairperson, which is then sent to the Dean, and then electronically archived in the Office of the Vice President for Academic Affairs. The Department Chairperson also prepares his/her/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 are prepared according to the following cycle:
  - Instructors and Assistant Professors: on a yearly basis by the Chair, and as otherwise requested by the Chair, Dean, or the Vice President for Academic Affairs;
  - Associate Professors: every third year by the Chair, and as

otherwise requested by the Chair, Dean, or the Vice President for Academic Affairs;

- Professors: every five years by the Chair, and as otherwise requested by the Chair, Dean, or the Vice President for Academic Affairs.

The Year-End Faculty Narrative Self-Evaluation and the Chairperson's evaluations are submitted (accessible) to the Dean, and then electronically archived in the Office of the Vice President for Academic Affairs.

- 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 college, 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 college, service to the profession and/or community*) should be the basis for continued dialogue between the Chairperson and the faculty member.

#### **Evaluation Time Line and Process:**

**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 CoursEval Platform located on the faculty's Moodle dashboard. An email stating when the Self-Evaluation Form is open will be sent out to all fulltime faculty no later than April 1<sup>st</sup>. 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 him/her/they 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 VPAA by July 1<sup>st</sup>. This copy will serve as the official record, where it will be electronically archived.