

### **Annual Instructional Faculty Evaluation Guidelines by Department Chair**

- Instructional faculty evaluation by the Department Chair will cover the period from January to December, and should take place no later than the following January 31<sup>st</sup>. The evaluation will include a written evaluation as well as a 1-on-1 meeting with the Chair.
- No later than December 31<sup>st</sup>, the instructional faculty members will submit a summary of their past year's accomplishments and a list of their updated performance goals for the past year to the Department Chair.
- The evaluation process will include:
  - Reference to the instructor's current job description.
  - A review of the fall's P&T committee evaluation.
  - The results of peer teaching evaluations. Peer evaluations will be conducted (a minimum of) once every academic year. Individual instructors are responsible for arranging for peer evaluations. Peer evaluators are to be chosen by the instructor. Evaluators will review evaluation results with the instructor after the evaluation and prior to filing it with the Department Chair.
  - A comparison of the instructional faculty's accomplishments versus current performance goals.
- During the Chair's evaluation meeting, a set of written performance goals will be established for the following year. Performance goals will be set with reference to the written position description for each instructor and will include objective metrics whenever possible. As far as possible performance goals will be arrived at through consensus between the Chair and the instruction faculty member.
- By agreement of the Chair and the instructional faculty member, "stretch goals" may also be included.
- Each instructor shall have the opportunity to update performance goals quarterly.
- Each instructor shall have the opportunity to submit a quarterly report on progress towards performance goals.
- Except in cases of gross incompetence, or where the financial support for the position has changed, instructional faculty should be given a least one "unsatisfactory" ranking in an annual evaluation by the Department Chair prior to a non-renewal action.
- Instructional faculty whose performance is deemed unsatisfactory will be notified at this review and a 12-month action plan (which should include

clear metrics that need to be improved) designed to improve performance will be put into place.

- At the discretion of the Chair, performance against the action plan may be reviewed at shorter intervals.
- After 12 months if performance has not improved sufficiently, notification of non-renewal for reasons of instructor performance should take place at the January review. Typically, non-renewal would take affect at the end of spring term.