

ANNUAL FACULTY EVALUATION (Andrews University Working Policy 2:326)

Purpose 2:326:1

High quality professional performance depends on constructive and appreciative feedback, which is given on a regular basis. To facilitate the professional and personal development of each faculty member, department chair, and dean; an annual faculty evaluation is provided by the immediate supervisor. This evaluation is done regardless of a faculty member's status (annual or continuous appointment) and continues throughout the faculty member's career at the university.

Evaluation Process 2:326:2

Criteria representing satisfactory performance are found in Appendix 2-F. The criteria cover the three primary areas of faculty work: Teaching, Scholarly Activity, and Service. Separate sets of criteria are used for each faculty rank with special applications for chairs at the Associate and Professor ranks.

These criteria are used by the faculty member, as a framework to create an Annual Plan of Work on the evaluation forms provided by the Office of Human Resources.

At the annual evaluation the chair (or the dean for the chair) reviews the faculty member's achievements during the past year of the previous Annual Plan of Work, and where appropriate, progress towards rank promotion review and application for continuous appointment. The chair (dean) may invite other faculty colleagues to participate in the evaluation process. See also #2:307. Advancement by steps within the rank is contingent on a satisfactory performance on the Annual Plan. A new Annual Plan is then developed for the coming year.

Relationship to Rank Promotion and Continuous Appointment 2:326:3

Annual performance evaluations are designed to prepare a faculty member for the periodic peer review relating to rank promotion and continuous appointment. Minimum standards are set at a —satisfactory level for the year in question. However, to achieve the expected level of accomplishment necessary for rank promotion, an accumulated pattern of achievement is necessary. More than the minimum years stated for a given rank may be necessary to reach the expected levels. Thus, annual ratings of —satisfactory would not guarantee rank promotion or continuous appointment. Accordingly, discussion of progress towards readiness for rank promotion or continuous appointment as stated in the faculty member's advancement plan is also a feature of the Annual Performance Evaluation (see also policy #2:307:4).

Use and Record of Faculty Evaluations 2:326:4

Verification that the Annual Performance Evaluation occurred and that a satisfactory level of achievement of the Annual Plan was reached, is sent to the Office of Human Resources where remuneration changes due to step advancement are processed. The Annual Plan and details of achievement are filed with the immediate supervisor.

Faculty members should maintain copies of their performance evaluation records and professional portfolios. Such annual files will be useful for periodic portfolio preparation for rank promotion review and application for continuous appointment.