FACULTY EVALUATION

1. Purpose. The overall purpose of the faculty evaluation process is to advance the mission of William Carey University. Evaluations are part of the process that will insure that students receive quality instruction by competent professionals in every academic program offered by William Carey University. Specific purposes include:

a. Stimulate personal and professional growth on the part of the individual faculty member by designing strategies to maximize strengths and to overcome weaknesses;

b. Strengthen the academic effectiveness of the University by relating the work of the faculty member more closely to its institutional mission;

c. Create and nourish a context in which sound, objective decisions may be made in such areas as promotion in rank, award of tenure, granting of sabbatical leaves, awarding of salary increases, and planning of retirement.

2. Criteria. The two central concerns of each faculty evaluation are: (1) the quality of personal and professional growth on the part of the individual; and (2) the extent to which this growth enables the University to fulfill its institutional mission and the school/department to achieve its goals and objectives.

Factors to be considered in addressing these concerns are: (1) Teaching effectiveness; (2) Scholarship; (3) Service to the University; (4) Service to the Community; and (5) Christian commitment.

3. Sources of Evaluation. Faculty evaluations include input from the following:

a. Self-evaluation

(1) Professional Development Plan – Each year, faculty submit a Professional Development Plan with measurable goals for each of the five areas of the University mission: 1) Teaching; 2) Scholarship; 3) Service to the University; 4) Service to the Community; and 5) Christian commitment.

(2) Faculty Report – There are two phases of the Faculty Report for evaluation purposes.

A) During the faculty member’s first three years at William Carey University, s/he will submit the complete long-form evaluation (Attachments B and D below).

B) Beginning in the fourth year, and assuming that the faculty member demonstrates satisfactory results on evaluations in years one through three, s/he may submit the short-form evaluation (Attachments C and E below).

(3) Curriculum Vita (CV) – Each year, faculty also submit a current CV.

b. Student evaluation – In every course, students of each faculty member are given the opportunity to evaluate professional performance on a suitable rating instrument. These evaluations will be administered online during weeks six and seven of the regular ten-week term, and week three of five-week courses. Evaluations will also be administered online after the third day of J- and May-term one-week courses.
c. **Supervisory evaluation** – The school dean or designee prepares a written evaluation based on a study of the faculty member’s self-evaluation, on current student evaluations, and on an annual academic performance review with the faculty member.

4. **Procedure.** All of the required documents are to be submitted electronically as email attachments. The annual process described earlier may be implemented in accordance with this timetable:

   a. December 15th – Deadline for faculty to submit self-evaluations for the academic year.

   b. February 1st – Deadline for deans to submit evaluations to the Vice President of Academic Affairs, with a copy to the faculty member.

   c. Recommendations in all areas of faculty evaluation are prepared for review by the President, and with his concurrence, by the Board of Trustees. Faculty are then notified of decisions.

5. **Right of Appeal.** Since annual faculty evaluations form the cumulative basis for major decisions regarding retention, advancement, and tenure, it is important to reach clear understandings on which all parties concur. When significant differences arise between faculty member and supervisor regarding the conclusions of an annual evaluation, the grievant may submit a written request for further review to the President within thirty days of receiving the evaluation.

6. **Part-time Faculty.** Part-time faculty, those under annual contract for less than full-time teaching, must meet all requirements of evaluation and participate fully in the annual faculty evaluation process.

7. **Adjunct Faculty.** Adjunct faculty members, those under contract solely for short-term teaching assignments, are to be evaluated at the discretion of the dean or by request from the adjunct faculty member.
ATTACHMENT A

PROFESSIONAL DEVELOPMENT PLAN

-YEAR-

NAME AND CREDENTIALS

TITLE/POSITION

I. Personal/Professional Mission Statement

II. Goals for YEAR

A. Teaching
   ▪ Specific
   ▪ Measurable
   ▪ Focus on student/learner outcomes

B. Scholarship
   ▪ Specific
   ▪ Measurable
   ▪ Reflect expectations of specific discipline

C. Service to the University
   ▪ Specific
   ▪ Measurable

D. Service to the Community
   ▪ Specific
   ▪ Measurable

E. Christian Commitment

Faculty Signature _________________________       Date________________________

Supervisor’s Signature ________________________ Date _______________________

Original:  Vice President of Academic Affairs
Copy:   Dean
           Faculty Member
ATTACHMENT B

FACULTY REPORT OF PROFESSIONAL GOALS – LONG FORM
-YEAR-
NAME AND CREDENTIALS
TITLE/POSITION

**Teaching**
Goals – Restate goals from Professional Development Plan of year under evaluation.
Evaluation – State how *each* goal was met, not met, or revised.
Additional Achievements (Include any online teaching activities, such as online assignments, online course enhancements, and teaching an entire course online)

**Scholarship**
Goals
Evaluation
Additional Achievements

**Service to the University**
Goals
Evaluation
Additional Achievements (Include any recruiting activities, and any leadership roles in the university)

**Service to the Community**
Goals
Evaluation
Additional Achievements

**Christian Commitment**
Goals
Evaluation
Additional Achievements (Include how Christian principles are incorporated into classes)

Faculty Signature _________________________       Date________________________
Supervisor’s Signature ________________________ Date _______________________

Original:  Vice President of Academic Affairs
Copy:     Dean
                 Faculty Member

Revised 2013
FACULTY REPORT OF PROFESSIONAL GOALS – SHORT FORM
-YEAR-
NAME AND CREDENTIALS
TITLE/POSITION (YEARS ON FACULTY AT WILLIAM CAREY UNIVERSITY)

Teaching
I met my teaching goals.  ____YES  ____NO

Clarifying Comments:

Scholarship
I met my goals for scholarship and professional development.  ____YES  ____NO

Clarifying Comments:

Service to the University
I met my goals for service to the University.  ____YES  ____NO

Clarifying Comments:

Service to the Community
I met my goals for service to the community.  ____YES  ____NO

Clarifying Comments:

Christian Commitment
I met my goals for honoring my Christian Commitment.  ____YES  ____NO

Clarifying Comments:

Faculty Signature _________________________       Date________________________
Supervisor’s Signature ________________________ Date _______________________

Original:  Vice President of Academic Affairs
Copy:   Dean
        Faculty Member
ATTACHMENT D
Supervisory Evaluation – Long Form

Faculty Member ___________________________ Date ____________________

Rating Scale: Faculty performance is

3 = Exceeds expectations
2 = Meets expectations
1 = Below expectations
NA = Not applicable (Please explain in comments.)

Directions: Indicate rating in the blank for each measure using the scale above.

1) Teaching
   a. Professional Expertise – Has command of material; possesses broad and deep knowledge of subject; addresses the course with academic authority and confidence.
   
   ______

   b. Student Motivation – Enjoys teaching; generates student enthusiasm; encourages students to think for themselves; inspires maximum learning.
   
   ______

   c. Fulfillment of Duties – Communicates learning outcomes; well prepared for class; keeps office hours (minimum 10 hours/week); meets class on time and for the duration of each class period.
   
   ______

   d. Student Relationships – Is cordial, fair, and impartial; respects students as individuals; shows concern for individual student progress.
   
   ______

   e. Realistic Requirements – Maintains rigorous and realistic academic standards.
   
   ______

   f. Syllabi – Uses appropriate syllabi in keeping with university and departmental guidelines.
   
   ______ Yes ______ No

Overall Teaching Effectiveness

______

Comments ____________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________
2) Scholarship (Professional Activity and Development)

   a. Interest and Initiative – Participates actively and effectively in the department and school, offering good insights, creative suggestions, and constructive criticisms. Where applicable, the faculty member adheres to state and national accreditation standards.

   b. Collegiality – Is considerate and understanding, and works harmoniously with colleagues.

   c. Scholarship – Maintains an active interest in his/her academic area; this interest manifests itself in professionally meaningful ways. (Specific ways for this faculty member are listed below)

   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

   d. Self-Evaluation Plan – Annually submits required documentation ___Yes ___No

Overall Professional Activity and Development

Comments

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

3) Service to the University

   a) Institutional Effectiveness – Positively supports the academic leadership of his/her department and school, and serves as an effective public representative of the university.

   b) Student Support – Actively supports student campus life and organizations.

   c) Academic Advisement – Completes accurate academic advising.

   d) Involvement – Actively participates in campus faculty matters (committees, meetings, assignments)

   e) Involvement – Actively participates in campus faculty matters (committees, meetings, assignments).

   Overall Service to the University

   ______________________________________________________________________

Revised 2013
4) Community Service
   a) Participation – Participates in community or civic activities. _____
   b) Support – Encourages student service in the community. _____

Overall Community Service _____
Comments _______________________________________________________
______________________________________________________________
______________________________________________________________

5) Christian Commitment
   a) Commitment – Consistently reflects Christian integrity and values to colleagues and students. _____
   b) Churchmanship – Actively participates in a church. _____
   c) Dedication to University Mission – Supports the Christian mission of the University. _____
   d) Participation – Participates in spiritual emphases events of the University. _____

Overall Christian Commitment _____
Comments _______________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
Recommendations:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature of Evaluator                                       Date

I concur/do not concur (circle) with the results of the evaluation.

Comments: __________________________________________________________
________________________________________________________________________
________________________________________________________________________

Faculty Member                                       Date

I concur/do not concur (circle) with the results of the evaluation.

Comments: __________________________________________________________
________________________________________________________________________
________________________________________________________________________

Dean                                       Date

Original: Vice President of Academic Affairs
Copy: Dean
       Faculty Member

Revised 2013
ATTACHMENT E
Supervisory Evaluation – Short Form

Faculty Member ___________________________ Date ____________________

Rating Scale: Faculty performance is

3 = Exceeds expectations
2 = Meets expectations
1 = Below expectations
NA = Not applicable (Please explain in comments.)

Directions: Indicate rating in the blank for each measure using the scale above.

1) Teaching
   Overall Teaching Effectiveness ______
   Comments __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

2) Scholarship (Professional Activity and Development)
   Overall Professional Activity and Development ______
   Comments __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

3) Service to the University
   Overall Service to the University ______
   Comments __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
4) Community Service
   Overall Community Service  _____
   Comments ________________________________________
   ________________________________________
   ________________________________________
   ________________________________________

5) Christian Commitment
   Overall Christian Commitment  _____
   Comments ________________________________________
   ________________________________________
   ________________________________________
   ________________________________________

Signature of Evaluator ___________________________  Date __________

I concur/do not concur (circle) with the results of the evaluation.

Comments: ________________________________________
   ________________________________________
   ________________________________________

Faculty Member ___________________________  Date __________

I concur/do not concur (circle) with the results of the evaluation.

Comments: ________________________________________
   ________________________________________
   ________________________________________

Dean ___________________________  Date __________