

WCUCOM Faculty Evaluation Procedure

1. 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 following four areas of the University mission: 1) teaching, 2) scholarship, 3) service to the University, and (4) service to the community. (Refer to Appendix 1A—Professional Development Plan.)
 - 2) Faculty Report – Each year, faculty submit a report detailing their activities in the four evaluation areas. Faculty should list their professional goals, as stated in the Professional Development Plan of the year under evaluation, and describe how those goals were met, not met, or revised. (Refer to Appendix 1B--Faculty Report of Professional Goals.)
 - 3) Curriculum Vita (CV) – Each year, faculty will submit a current CV.
 - b. Student evaluations – At least once annually, the students of each faculty member are given an opportunity to evaluate professional performance using the WCUCOM student evaluation instrument. If needed or desired by faculty, supplemental student evaluation forms may also be employed.
 - c. Peer evaluations – At the discretion of the faculty member, he or she may solicit and submit a written evaluation prepared by a peer. (Refer to Appendix 1C—Peer Evaluation.)
 - d. Supervisory evaluation – The WCUCOM Dean or designee prepares a written evaluation based on a study of the faculty member’s self-evaluation, current student evaluations, and optional peer evaluations. The evaluation may also include supervisory observation. The supervisor will review the annual academic performance in a meeting with the faculty member in person. (Refer to Appendix 1D—Supervisory Evaluation.)
2. Procedure. The annual process described earlier may be implemented in accordance with this timetable:
 - a. September – Establish timing of student evaluations for the academic year.
 - b. December 31 – Deadline for faculty to submit self-evaluations for the academic year.
 - c. March 1 – Deadline for the WCUCOM Dean to submit evaluations to the President.
 - d. Recommendations in all areas of faculty evaluation are prepared for review by the President and, with his concurrence, by the Board of Trustees. Faculty will be notified of any decisions.

cont.

3. 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 faculty member may submit a written request for further review to the WCUCOM Dean within thirty days. If the matter is not satisfactorily resolved, the faculty member may appeal to the President within an additional thirty (30) days.
4. Part-time Faculty. Part-time faculty (i.e., 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.

Adjunct Faculty. Adjunct faculty members and 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