

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

ATTACHMENT C

**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 _____

William Carey University

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 _____

William Carey University

Comments _____

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 emphasizes events of the University. _____

Overall Christian Commitment _____

Comments _____

William Carey University

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

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 _____

William Carey University

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

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