

## **Titled Faculty Evaluations – annual process & timeline**

All Titled Faculty are to have performance reviews as described in [Faculty Handbook](#) 2.9.4 (copied below.) Departments may utilize the Senate-approved form or their individual evaluation forms approved by the Provost for this purpose.

The annual timeline for the collection and review of this information to inform improvements and HLC reporting is as follows:

April 1<sup>st</sup> All evaluations to be completed

April 15<sup>th</sup> Reappointment letters due to faculty from Dean's offices (or non-reappointment)

May 15<sup>th</sup> Deans discuss college/school evaluation results at Dean's Council

May 20<sup>th</sup> HLC summary report written

### **Faculty Handbook Excerpt (BOG approved Oct 2018):**

#### **2.9.4 Titled Faculty Performance Review**

##### **2.9.4.1 Purpose**

The purpose of Titled Faculty Performance Review is to provide a basis for reappointment, professional development opportunities, and assessment of student learning. It is an opportunity for feedback from Department Chairs of the units or their designee and for faculty self-evaluation. The University is committed to providing instruction that meets the Higher Learning Commission requirements. Clearly defining evaluation criteria demonstrates the University's commitment to our students and to the requirements defined by the U.S. Department of Education and the Colorado Department of Higher Education. The plan for titled faculty evaluation thus prescribes an orderly system of assessment that ensures that instructors are evaluated formally, appropriately, and regularly.

##### **2.9.4.2 Process**

Titled faculty evaluation is the responsibility of the department chair or designee. Titled faculty evaluation will be completed within the first semester of teaching and minimally once every two years for continuing faculty. Syllabus review for student learning outcomes, peer review of teaching and discussion of goals and progress are included as indicated.

a. Teaching expectations shall include, where disciplinarily applicable:

1. command of one's subject;
2. ability to organize subject matter and to present it clearly, logically, and imaginatively;
3. knowledge of current developments in one's discipline;
4. ability to relate subject matter to other areas of knowledge;
5. ability to provoke and broaden student interest in the subject matter;
6. ability to utilize effective teaching methods, strategies and appropriate technologies

- b. Titled faculty members shall exercise adequate supervision of students in classroom, clinical and laboratory activities and officially scheduled related activities, such as field trips. Titled faculty members shall provide instruction in safety procedures to students who are engaged in academic activities where a known potential danger is present, such as in laboratory work where equipment or chemicals are in use. Titled faculty members shall ensure that safe practices are followed by students under their supervision at all times.
  
- c. Evaluation may be based on any or all of the following:
  - 1. self-report of activities linked to individual, department, and college goals;
  - 2. peer, department chair, or supervisor observations;
  - 3. student perceptions of teaching and learning;
  - 4. student outcomes
  
- d. This evaluation will be maintained in the titled faculty member's permanent file in Human Resources.