

4.03 – Faculty Performance, Recognition, and Evaluation

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PROCEDURES

Faculty Recognition Documents

The Faculty Recognition Document / annual performance document used by each School or College includes:

- Rating instruments and benchmarks that define the overall acceptable level of faculty performance
- Rating instruments and benchmarks that indicate what constitutes failure for each area of faculty responsibility (i.e., teaching, scholarly/creative activity, and service)
- A provision for faculty development in cases of failing responsibilities
- A provision for an additional independent evaluation committee to consider any situation in which a Dean and the School or College's Faculty Recognition Committee disagree about a claim of inadequate performance.

Each academic unit shall review its evaluation processes at least once every 5 years, and any changes to the Faculty Recognition Document shall be adopted by a faculty vote and approved by the Dean of the School or College and by the Provost & Vice President for Academic Affairs.

Any request for a secret ballot must be honored when changing the School or College Faculty Recognition Document. A current copy of the Faculty Recognition Document for each School or College shall be kept on file in the office of the Provost & Vice President for Academic Affairs.

Annual Evaluation by the School or College Dean

Using criteria and methods appropriate to the School or College for teaching, scholarly/creative activities, and service, the Dean shall evaluate each faculty member annually. The faculty member will provide relevant information for the purposes of evaluation. Multiple sources of information used to evaluate the teaching component will include students' ratings of instruction and such other information as may be appropriate.

Annual Evaluation by the School or College Faculty in Cases of Failing Responsibilities

Beyond the Dean's responsibility for the evaluation of each faculty member, the School's or College's faculty share the responsibility for evaluating faculty who might be considered failing in any area of responsibility (e.g., teaching, scholarly/creative activity, or service) as defined in the School's or College's Faculty Recognition Document/annual evaluation document.

If not already part of the annual review, the Dean may appoint members of the Faculty Recognition Committee or other faculty in the school or college to participate in reviewing a faculty member who might be considered failing in their responsibilities. For tenured faculty, this evaluation is not tantamount to a reapplication for tenure. This process is intended to ensure professional self-direction and the

success of all faculty. This practice encourages the School or College to exercise its collective wisdom in determining if serious problems exist and seeking effective solutions when they occur.

In the course of the annual evaluation if the Dean of the School or College and/or the Faculty Recognition Committee finds that the individual is not meeting the levels expected for their position and rank, they may be identified for Chronic Low Performance.

Corrective Development for Chronic Low Performance

If identified for Chronic Low Performance, the faculty member will, in consultation with the Dean, be placed on a corrective action plan with specific benchmarks and deadlines.

A corrective plan should be designed by the Dean of the School or College in consultation with the faculty member. The plan should be signed by the faculty member to whom it applies and the Dean of the School or College. Any others who are to provide resources for such a plan (e.g., Provost & Vice President for Academic Affairs) must also approve of the plan.

If the School or College Dean and the faculty member cannot agree on a plan, then the Faculty Recognition Committee may assist by offering recommendations and/or reviewing the plan. If a mutually agreeable plan cannot be developed, the faculty member may appeal to the Provost & Vice President for Academic Affairs, who will make the final decision.

Beyond appropriate provisions for faculty development, such as technology, assistance or coaching, campus opportunities for faculty, a change in teaching assignments, or reassigned time dedicated to improvement, the plan may seek other appropriate interventions away from campus, including funding for professional travel to participate in workshops, seminars, conferences, or other opportunities that might be expected to help the faculty member develop. Non-academic options may be part of the plan when appropriate (e.g., counseling or medical leave).

Throughout the duration of the corrective development plan the Dean of the School or College shall consult with the Provost & Vice President for Academic Affairs on the progress of the faculty member. The Dean or the faculty member themselves may request additional review of the faculty member by the School or College's Faculty Recognition Committee at any point or throughout the corrective action plan.

Dismissal for Chronic Low Performance

After deadlines in the corrective action plan, if the School or College Dean determines that a faculty member has not met the agreed-upon benchmarks, the Dean may recommend to the Provost & Vice President for Academic Affairs that a tenured faculty member be dismissed.

In making this determination, the Dean must state the nature of the failure, the reasons for this failure, the amount of time or number of review periods that the faculty member has failed, the level of discernible improvement in the faculty member's performance after being notified of any failure in performance, and the extent to which the faculty member has complied with the terms of an approved plan developed to improve the faculty member's performance. The recommendation and any supporting materials shall be made available to the faculty member.

The faculty member may request additional review of the Dean's recommendation by the School or College's Faculty Recognition Committee.

Each School or College's Faculty Recognition Document must provide for an additional independent evaluation committee to consider any situation in which the Dean and the School or College's Faculty Recognition Committee disagree about a claim of inadequate performance. The procedure for

establishing this committee must be approved by the faculty of the School or College the Dean, and the Provost & Vice President for Academic Affairs.

Upon reviewing all the recommendations, if the Provost & Vice President for Academic Affairs agrees that the faculty member has not met the agreed-upon benchmarks for corrective development, they may recommend to the President that the faculty member be dismissed. If the President agrees and wishes to recommend dismissal, the faculty member may proceed to the dismissal policy.