



New	June 1, 2011
Revised	June 1, 2011
Next Scheduled Review:	June 1, 2013

Standard Administrative Policy Statement

The process for employee's job performance is to be evaluated based on objective criteria that are directly related to the identified job standards and established goals.

Procedures and Responsibilities

1. GENERAL

- 1.1 An employee's job performance is to be evaluated based on objective criteria that are directly related to the identified job standards and established goals.
- 1.2 The major objectives of the performance appraisal process are:
 - Inform employees how they are meeting job expectations and standards
 - Identify areas for improvement
 - Set specific objectives and goals
 - Provide employees an opportunity to discuss their career goals and the support needed to meet the goals
 - Aid in identifying employee potential
 - Establish priorities for training, education and reward
- 1.3 Performance development is an on-going process. Evaluations may be conducted more frequently than specified in this procedure. Faculty evaluations are normally conducted every 12 months.
- 1.4 Positions for which student status is a requirement for employment are not evaluated under this procedure.
- 1.5 This procedure provides guidance for the conduct of faculty performance evaluations including promotion and tenure related evaluations. However, this procedure does not address the promotion and tenure processes.

- 1.6 Faculty members with staff duties are required to be evaluated annually on their staff duties.

If the staff duties are evaluated during the faculty evaluation, the faculty evaluation must include a statement that the duties listed on the Staff Position Description were evaluated as part of the faculty evaluation. Additionally, Human Resources must be notified of the completion of the staff evaluation requirements.

- 1.7 In accordance with System Regulation 31.01.01, Compensation Administration and Tarleton Rule 31.01.08.T1, Merit Salary Increases, a current evaluation is required before a merit increase is recommended.

- 1.8 Annual evaluations should be completed no later than May 31 each year, with the actual review period designated by the Provost. Exceptions to the approved time frame for an overall department or division must be approved by the Provost or equivalent executive director prior to the start of the period.

2. TENURED and TENURE TRACK FACULTY EVALUATIONS

- 2.1 A formal written evaluation of tenured and tenure track faculty members will be conducted by the supervisor annually. The evaluation will as a minimum assess the faculty member's teaching effectiveness, scholarly and creative activities, service, and progress toward professional growth.

- 2.2 Tenure track faculty members will have an in-depth evaluation by their department head during the first year, the second year, and at the mid-point of probationary service.

The Provost Office will notify each department at the beginning of the annual review period of faculty members requiring a tenure track probationary evaluation.

- 2.3 Tenured faculty members will have an in-depth post tenure evaluation by the department head every five years. Post tenure evaluations rotate through a five-year cycle with one-fifth of the department's tenured faculty members evaluated every year. Newly tenured faculty members will be included in the post tenure evaluation rotation in their sixth year of tenure.

A recent review for promotion application will satisfy the post tenure review.

- 2.4 Tenured faculty members who are not assigned to regular faculty duties (i.e.: with administrative assignments outside their academic department) are evaluated annually based on their professional responsibilities. Upon returning to regular faculty duties within an academic department they will be subject to post tenure review requirements in accordance with section 2.3 of this procedure.

3. NON-TENURE TRACK FACULTY EVALUATIONS

- 3.1 The supervisor will conduct a formal written evaluation of faculty members with non-tenure track appointments annually.
- 3.2 Non-tenure track faculty members will be evaluated as appropriate for their appointment in teaching effectiveness, scholarly and creative activities, service, and progress toward professional growth.
- 3.3 The evaluation will include the requirements established in the initial letter of appointment and any additional requirements added during annual reviews.

4. PERFORMANCE EVALUATION PROCESS FOR TENURED, TENURE TRACK, and NON TENURED FACULTY

- 4.1 Notification of annual evaluation will be sent to the faculty members prior to the start of the review period.

The supervisor will notify the tenured faculty member no later than April 15 of the academic year before the year of post tenure evaluation.

Tenured faculty members who choose to be evaluated earlier than the required five-year cycle will notify the supervisor by April 15 of the academic year before the desired year of the evaluation.

- 4.2 A self-assessment by the faculty member is required for post tenure evaluations and will include a summary not to exceed three pages addressing:
 - the criteria for evaluation for the past three to five years,
 - a summary of student evaluations from the past two long semesters, and
 - a statement of professional goals, expected contributions, and improvement plans for the next five year period.

The faculty member's supervisor may require a self-assessment for any evaluation period. The faculty member's supervisor may also require further supplemental items based on departmental needs for evaluation criteria. Additionally, the faculty member may submit a self-assessment even if it is not requested by the supervisor.

- 4.3 The supervisor and employee must hold an evaluation meeting to review and discuss the employee's performance evaluation, supervisor expectations, goals and areas for improvement.
- 4.4 Annual evaluations, tenure track probationary evaluations, and post tenure performance evaluations are documented and submitted in Tarleton Connection, Tarleton State University's on-line performance management program.

- 4.5 The supervisor's summary of the post tenure evaluation and peer evaluation report, if applicable, will be submitted to the faculty member no later than April 1 of the year of the review.

The faculty member may submit a written response to the supervisor's post tenure evaluation or the peer evaluation within 10 working days after receiving the department head's summary.

- 4.6 Evaluation documentation will be provided to the faculty member, the dean, and the Provost. Annual and tenure track probationary evaluations should be provided to Academic Affairs by the end of the review period set by the Provost. Post tenure evaluations must be provided to Academic Affairs by April 15 of the year of evaluation.

5. EVALUATION OF ACADEMIC ADMINISTRATORS

5.1 Provost Review

The President will conduct a Provost Review every four years. The review will include input from the faculty, deans, and, at a minimum, executive committee of the Faculty Senate. The Provost Review may be conducted in conjunction with or separate from the annual performance evaluation required by System Regulation 33.99.03.

5.2 Academic Deans Review

5.2.1 The Provost will conduct a formal review of each dean annually to help determine the effectiveness of the deans. The Academic Dean Review may be conducted in conjunction with or separate from the required annual performance evaluation required by System Regulation 33.99.03.

5.2.2 Full-time faculty members and department heads input is collected in even-numbered years to assess faculty perceptions of the deans, gather useful ideas and advice from the faculty, establish or redefine goals and priorities for the colleges, and foster continuous improvement in the colleges. The review may also include input from appropriate offices, agencies, and staff members as determined necessary by the Provost.

5.2.2.1 Prior to the biennial review, a committee, appointed by the Provost and consisting of the deans and college faculty, shall review the Faculty Input form to determine if any changes need to be made.

5.2.2.2 Reviews shall be electronically administered. Dates for the biennial review will be announced to all faculty prior to electronic publication. Electronically administered reviews should occur over a period of at least five working days and provide some method of allowing faculty members who will not be available during that time the means to participate (e.g., absentee review).

5.2.2.3 Responses collected electronically must use a method that ensures that each faculty member provides only one response and that all responses will remain anonymous.

5.2.2.4 Input will be submitted to the Provost, who will review the input with the Faculty Senate President. All discussions between the Provost and the Faculty Senate President should be strictly confidential.

5.2.2.5 Any problems or inconsistencies in the implementation of the evaluation process should be reported to the Faculty Senate and Vice President for Academic Affairs and Provost.

6. Evaluation of Department Heads

6.1 The dean will conduct a formal evaluation of each department head annually. The Department Head evaluation may be conducted in conjunction with or separate from the annual performance evaluation required by System Regulation 33.99.03.

6.2 Full-time faculty members' assessment of the department head effectiveness is collected in even-numbered years as part of the department head evaluation.

6.2.1 Assessments shall be electronically administered. Dates for assessment will be announced to all faculty prior to electronic publication. Electronically administered assessments should occur over a period of at least five working days and provide some method of allowing faculty members who will not be available during that time the means to participate (e.g., absentee assessment).

6.2.2 Responses collected electronically must use a method that ensures that each faculty member provides only one response and that all responses will remain anonymous.

6.2.3 If a department head's performance falls below expectations, faculty input will be solicited annually until performance meets expectations. If a department head falls below expectations for two consecutive assessments, reassignment may be considered. If the department head is not reassigned, the dean will provide an explanation to the faculty of the department in question.

6.2.4 Faculty assessment of the department head will be reported to the department head, the dean, and the Provost and Vice President of Academic Affairs.

6.2.5 Any problems or inconsistencies in the implementation of the assessment should be reported to the Faculty Senate.

- 6.3 In addition to faculty feedback, the dean will use information gathered from his or her own observation of the effectiveness of the department head and the progress the department head has made toward achieving the department's mission.
- 6.4 The department head's evaluation will be reported by the dean to the department head, and the Provost and Vice President for Academic Affairs.

7. ADJUNCT FACULTY EVALUATIONS

- 7.1 Adjunct faculty should be made aware of important University policies as well as departmental duties and expectations. This may be accomplished through orientation meetings, checklists, or other methods determined appropriate by the department head.
- 7.2 The Department Head, or designee, will monitor adjunct faculty performance through student evaluation, and feedback from students and other faculty members.

The University student evaluation will be administered in all classes taught by adjunct faculty.

8. RESOURCES

- 8.1 Step by step instructions for entering, reviewing and approving performance evaluation information in Tarleton Connection is available on the Tarleton Human Resources web site.
- 8.2 Training on the Performance Development Process is available through Human Resources.

Related Statutes, Policies, or Requirements

Supplements [System Policy 12.01](#)

Contact Office
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