



2019 ANNUAL FACULTY EVALUATION PROCEDURE

Faculty members are subject to an annual faculty evaluation by their department chair (or supervisor).

1. Criteria for Faculty Evaluations:

Faculty members who have a hire date prior to September 1, 2018 will be reviewed based on the following criteria:

- a. All part-time and full-time employed faculty members will be evaluated by the primary department chair.
- b. Faculty whose primary supervisor is the dean or dean's designee will be evaluated by the dean or dean's designee. Examples include department chairs, associate deans, assistant deans, etc.
- c. Faculty who are appointed in more than one department will be evaluated by the primary department's chair in consultation with the secondary department's chair.

2. Faculty Instructions: The faculty member's self-assessment is generated using the Digital Measures system. See Annual Faculty Evaluation Form Instructions.

- a. **Digital Measures profile update:** Faculty members should log in to Digital Measures to update information in the following sections:
 - 1) General information
 - 2) Teaching
 - 3) Clinical service
 - 4) Scholarship
 - 5) Academically-related public service
- b. **Annual Faculty Evaluation Form (Part I):** This report is generated from Digital Measures by the faculty member and exported into Microsoft Word for final editing by the faculty member. See Annual Faculty Evaluation Form Instructions.

3. Chair or Evaluator Instructions (Part II): The evaluation form to be completed by the chair and signed by the faculty member is a paper form called Annual Faculty Evaluation Form (Part II). This form is generated in Digital Measures by the faculty member once they have completed their Annual Faculty Evaluation Form (Part I). See Annual Faculty Evaluation Form Instructions.

4. Notifications:

- a. The Office of Faculty Affairs will email a notice to department chairs with a list of all faculty members who are to be evaluated and scheduled deadlines for period after completion.

- b. It is the responsibility of the primary department chair or evaluator to ensure that faculty members are aware of their role in the evaluation process and to set an internal deadline for submission of the Annual Faculty Evaluation Form to the department chair/evaluator.

5. Process:

- a. The faculty member is responsible for preparation of their individual Annual Faculty Evaluation Form (Part I) and submission of the completed form (Part I) and blank form (Part II) to the department chair or evaluator prior to the evaluation conference to allow time for the chair/evaluator to complete their form (Part II).
- b. The primary department chair or evaluator will complete the Annual Faculty Evaluation Form (Part II).
- c. The evaluator will schedule a conference where the Annual Faculty Evaluation Form (Part II) will be reviewed with the faculty member and signed by both evaluator and faculty member.
- d. The department chair or evaluator and the faculty member will sign the Annual Faculty Evaluation Form (Part II). A faculty member's signature on the evaluation form does not indicate agreement with the content of the form, but rather, acknowledgment of the evaluation.
- e. A copy of the Annual Faculty Evaluation Form (Part I) and the Annual Faculty Evaluation Form (Part II) will be sent to the Office of Faculty Affairs by the department chair or evaluator by the deadline. A copy of the same documents should be provided to the faculty member by the department chair or evaluator. Originals must be maintained in the department by the department chair or evaluator.
- f. The Annual Faculty Evaluation Forms (Part I and Part II) are to be kept confidential by the faculty member; the department chair, evaluator and/or supervisor; the associate dean for faculty affairs; and the dean or dean's designee.
- g. The Annual Faculty Evaluation Form (Part I and II) may be reviewed in the Comprehensive Performance Evaluation of Tenured Faculty by the Peer Review Committee as referenced in HSCEP OP 60.03.

7. Deadlines: All faculty evaluations are due to the Office of Faculty Affairs by **June 14, 2019**.