

## **Evaluation: Section 4**

### **Evaluation of Faculty**

The Office of Institutional Research and Effectiveness administers the University's evaluation system. The University's Evaluation system includes evaluation of adjunct faculty, full-time faculty, administrators/supervisors, contract staff, and hourly staff. The purpose of faculty and staff evaluations at Methodist University is to insure excellence and to serve as an indicator for professional development and progress. Faculty and Staff are evaluated by their immediate supervisor. Faculty and Staff also evaluate their supervisors.

#### **Faculty Evaluation**

The Faculty Evaluation process is designed to aid faculty in improving and developing their effectiveness in the areas of teaching, professional development and scholarship, service to the college, and service to the community. The process has three steps: goal setting, self-evaluation, and evaluation by their supervisors (Department Chair or School Dean).

One month into the Fall semester, faculty in their first year at the University are required to set goals by September 10 in consultation with their Department Chairs. By April 11, first-year faculty do a self-evaluation of those goals and their performance for the academic year. After consultation with their Department Chairs, they set their goals for the next academic year. A copy of the evaluation can be found on the campus intranet at <http://ir/Forms/NewFaculty.htm>.

One month after spring break, faculty not in their first year at the University are required to do a self-evaluation of the goals they set for the academic year in the previous spring. After completing their self-evaluation, they are expected to set their goals for the next academic year. Faculty can make adjustment to those goals until the end of the Fall Semester. A copy of the evaluation can be found on the campus intranet at <http://ir/Forms/ContinuingFaculty.htm>.

#### **Planning and Goal Setting**

Individual faculty make plans and set goals for the evaluation period (academic year). Faculty make elect to consult with their supervisors (usually the Department Chair or, for Department Chairs, the School Dean). Some of the goals will be one-year goals, while others may be long-term goals which would not be expected to be completed during the evaluation period. In such cases, faculty members should give a timeline for expected completion and also expected progress to be made during the current evaluation cycle.

#### **Faculty Self-Evaluation**

Faculty evaluate their progress regarding their goals during the current academic year. The second step is the execution of the plan during the following academic year, or evaluation period, and the subsequent review and evaluation of the faculty members' performances toward the end of the evaluation cycle. One month after spring break, faculty report the results and deliver them to the department chairs or

supervisors. Faculty should indicate where goals have not been completed but progress made, or where plans were changed.

### **Evaluator's Response**

<http://ir/Forms/FacultyEvaluationFeedback.htm>

Department chairs or supervisors will evaluate individual faculty regarding their [teaching](#), [professional development and scholarship](#), [service to the University](#), and [service to the community](#) for the academic year. Department chairs or supervisors are recommended to schedule individual feedback sessions with their faculty to provide feedback regarding the faculty members's performance this academic year and guidance in setting goals for the next academic year. Department Chairs are recommended to review with their School Deans their faculty members' evaluations before the individual feedback sessions. This response must be completed and returned to the faculty members by spring graduation.

### **Student Evaluation of Instruction**

By the last 2 weeks of the academic semester or term, faculty members are sent the Student Evaluation of Instruction forms for each of their classes. Faculty members are asked to identify a student volunteer in the class to administer the evaluations. The student volunteer is to personally deliver the packet of completed forms to the department secretary in the building or to Assistant Director of MU at Night (for evening courses). A copy of the evaluation form is located in the Appendix of the Faculty Manual. The results are distributed to individual faculty, the Department Chair, the School Dean, the Dean of the Graduate School (for graduate level courses), the Assistant Dean for MU at Night and Summer School (for evening courses), and the Vice President of Academic Affairs and Dean of the University. Questions concerning the Student Evaluation of Instruction should be directed to the Office of Institutional Research and Effectiveness.

### **Faculty Classroom Observation Form**

This form is intended to be utilized during observation of faculty members for the purpose of evaluation. The criteria on this form are linked directly to the criteria that are use in the current Methodist University evaluation process. (See Appendix)

### **Administrator/Supervisor Evaluation**

This form is used by faculty and staff to evaluate their immediate supervisor and *is administered March 2 - March 27*. Administrators and Supervisors include Vice Presidents, Deans, Department Chairs, and Directors. A copy of the evaluation can be found on the campus intranet at <http://ir/Forms/AdmEvalForm.htm>. The summary report includes the mean and standard deviation for each question according to the following categories: the individual administrator/supervisor, his or her area, and the institution. Also included in the summary report is a copy of the comments made by the respondents. A copy of the summary report is sent to the administrators/supervisors being evaluated, their supervisor, and their area Vice President where appropriate.

## **Adjunct Faculty Self-Evaluation**

Adjunct faculty are evaluated during the first semester they teach each academic year. The Adjunct Faculty Self-Evaluation consists of three parts: Part I-Adjunct Faculty Self-Evaluation Teaching Goals, Part II-Adjunct Faculty Self-Evaluation, and Part III-Adjunct Faculty Supervisor Evaluation. A copy of the evaluation forms can be found on the campus intranet at <http://ir/Evaluations.htm>.

### **Part I-Adjunct Faculty Self-Evaluation**

<http://ir/Forms/AdjunctEvaluationPartI.htm>

By the second week of the term, adjunct faculty will be emailed a link for downloading a template for Part I. Adjunct faculty members will set goals for teaching for that semester. The form should be emailed to the Department Chair and the Office of Institutional Research and Effectiveness *by the end of the fourth week* of the course.

### **Part II-Adjunct Faculty Self-Evaluation**

<http://ir/Forms/AdjunctEvaluationPartII.htm>

By the fifth week of the term, each adjunct faculty member will be emailed a link for downloading a template for Part II. Each Adjunct faculty member will self-evaluate his or her progress regarding the teaching goals he or she set for that semester. The adjunct faculty member should include in this form any additional information he or she feels the Department Chair should have to effectively evaluate his or her teaching. The adjunct faculty member will submit Part II to the Department Chair and the Office of Institutional Research and Effectiveness *by the end of that term*.

### **Part III-Adjunct Faculty Supervisor Evaluation**

<http://ir/Forms/AdjunctEvaluationPartIII.htm>

By the fourteenth week of the semester, Department Chairs will be emailed a link for the Adjunct Faculty Supervisor Evaluation (including Day adjuncts and Evening I and II). The Department Chair will complete the evaluation of the adjunct faculty member regarding teaching and provide feedback to that instructor. The form should be completed and a feedback session should be conducted *within two weeks after the academic semester has ended (fall and spring)*. The feedback session can be by telephone, email, or in person and should center on both positive areas of the instructor's performance as well as areas needing improvement.