

Full-Time Faculty Performance Review and Evaluation

Dear Full-time Faculty member:

Beginning in the 2014-2015 academic year, Art Center has implemented a three-year cycle of full-time faculty performance review. You are receiving this letter because your review is part of this year's cycle. A satisfactory to outstanding faculty performance review and evaluation serves as the basis for:

- Continued employment at the College
- Possible advancement in rank or title (performance review information should be included as supporting documentation in a title application)
- Possible change in status, such as 1-year to 3-year letters of appointment
- The renewal of a 3-year letter of appointment

For this initial round of performance reviews (2014-2015), a limited number of faculty members may have their subsequent review scheduled in more than three years. Additionally, in some cases merit raises (advancement in salary tier) may be awarded, contingent on the review process and the availability of funding as determined by the College.

The three areas for evaluation are: teaching effectiveness; professional experience and contribution to one's field, plus length of teaching at both Art Center and other institutions; and non-teaching service to the college, in the form of committee work or student advising as outlined in the Full-time contracts (please see table below). These three areas are to be considered more or less equally.

The Office of the Provost will notify your Department Chair that you are to be reviewed, and your Chair should meet with you in the spring term to complete your review. Detailed information regarding the process and essential elements that you should include in your evaluation follow below. If you have any questions regarding any aspect of performance review, please do not hesitate to contact me.

Sincerely,



Ted Young

Associate Provost for Faculty Affairs

Essential elements of a comprehensive evaluation of full-time faculty members include:

- Faculty member's self-evaluation/report, plus CV or résumé
- Substantive data from student evaluations of courses and instructors
- Chairs' and/or directors' observations of classroom activity or evaluations of classroom effectiveness
- Faculty members' documents of accomplishments that includes a record of service to the department or college, a detailed list of activities in one's field or fields outside of Art Center, and a cover letter detailing years of employment (specifying both full-time and part-time), courses taught, and any other information that might positively reflect on the application. This may include internal or external peer review.

Criteria for Review

Overall evaluation of the faculty member focuses on three areas: 1) teaching experience and effectiveness; 2) professional accomplishments; 3) service to the department or college. There is no prescribed weighting of these areas. However, teaching effectiveness and professional accomplishments generally should be the most important considerations. A detailed and informative CV or professional résumé must accompany the performance review.

Teaching Experience

1. ACCD
2. Other Institutions

Teaching Effectiveness

1. Class Evaluations
2. Student Outcomes
3. Mentoring

Professional

Accomplishments

1. Contribution to One's Field(s)
2. Research Types
 - a. Pedagogical
 - b. Academic
 - c. Practice-based
3. Production (Design and Art Practice)
4. Publication History
5. Exhibition History
6. Awards and Other Recognition(s)
7. Degree(s) and Education

Service

1. Department
 - a. Advising
 - b. Course-Level Curricular Development
2. ACCD
 - a. Shared-governance committees
 - b. Campus-wide projects

Review Process

1. Department Chairs are required to review every full-time faculty member in their home department by the conclusion of each specific 3-year cycle.
2. The faculty members are to submit a self-evaluation form and any other relevant material prior to meeting with the Chairs of their home departments.
3. Faculty members will provide up-to-date syllabi, and be prepared to discuss course learning outcomes and in-class activities and assignments.
4. Faculty members will provide an updated résumé and summary of professional / educational growth, with emphasis on activities since the last review (or hire date).
5. Full-time faculty will provide a summary of service to the department and the college, with emphasis on activities since the last review (or hire date).
6. Chairs (or designated Faculty Directors) will visit and observe a significant portion of at least one classroom session to assess the faculty member's pedagogical style and objectives. The observers may use the "Faculty Performance Review Worksheet" as a guide.
7. Chairs and faculty members will meet to discuss the elements of the review and determine next steps, as appropriate. As an outcome of this meeting, Chairs will produce a written review of the faculty member's performance. When faculty members teach in more than one department, they should meet similarly with each Chair. The other Chairs will provide a written review to the faculty member's home department Chair for inclusion in the final documentation.
8. The faculty member will be asked to sign the final form as an acknowledgement of receipt and of the process. The signature does not necessarily indicate an endorsement of the performance review. The faculty member will be given an opportunity to include comments in an appropriate section of the form.
9. The completed faculty evaluation form must be submitted to the Office of the Provost. If the faculty member and the department chair are unable to reach an accord regarding the review, the faculty member has the option to request an appeal to the Provost. Upon completion of the entire process, original documents will be stored in Human Resources.