

L. Faculty Member Evaluation

1. Formative and summative evaluation
 - a. Initial employment represents a first measure of favorable evaluation toward extended service at the University.
 - b. Growth is a process continuing throughout an individual's professional career.
 - c. The faculty member, as well as the University, shares in the responsibility for the faculty member's formative development through both assistance and encouragement for participation in continuing professional enhancement.
 - d. Faculty member's evaluation data shall only be made available to persons and committees who have a formal role in the evaluation process. At no time do students have access to faculty members' evaluation data.
 - e. Faculty member's personnel decisions are made in the best interests of the students served, consistent with the University's commitment to achieving teaching excellence, and with due regard to fairness for all concerned.
 - f. The continuing responsibility of monitoring the application of faculty members' formative evaluation and of recommending to the Faculty improvements in the formative evaluation process rests with the Faculty Development Committee.
 - g. The continuing responsibility of monitoring the application of faculty members' summative evaluation and of recommending to the Faculty improvements in the summative evaluation process rests with the Rank and Tenure Committee.
 - h. The responsibility for making summative evaluation in the form of personnel recommendations to the President rests with the Rank and Tenure Committee and the Provost.
 - i. After thorough discussion and inquiry, the Rank and Tenure Committee renders its judgment of applications for tenure or promotion by ballot vote, in which a two-thirds majority of the entire committee is required for positive recommendations of tenure or promotion to be submitted to the President.
 - j. The authority for final judgments in all contract, reappointment, and promotion decisions rests with the President. The granting of tenure requires approval of the Board of Trustees, based on the President's recommendation.
 - k. The President's positive recommendations are submitted through the Provost to the Committee on Academic Affairs of the Board of Trustees for the fall Board of Trustees meeting. To be considered by the Board of Trustees, the faculty member must have positive recommendations from both the Rank and Tenure Committee and the President.
 - l. Final action on the promotion and tenure applications is made by the Board of Trustees. (BOT)
2. Evaluation Packet Components
 - a. Self Evaluation Component
 - i. The faculty member shall submit a self-evaluation to her or his Department Chair, School Dean, or Library Director by the deadline in the Academic Administration Calendar.
 - ii. Additional documentation beyond that described in the self-evaluation form may also be submitted, as deemed necessary or appropriate, by the faculty member.
 - b. Academic Unit Leader Component
 - i. After submission of the Self-Academic Unit Leader Evaluation, the faculty member meets with the Department Chair, School Dean, or Library Director to review the data. The Department Chair's, School Dean's, or Library Director's Evaluation is reviewed and both parties receive completed copies.
 - ii. Copies of all forms and documentation are forwarded by the Academic Unit Leader to the appropriate Dean, the Provost, and the faculty member by the deadline in the Academic

Administration Calendar.

c. Peer Evaluation Component

- i. The faculty member will select a course to be evaluated. A different course should be selected each time a full evaluation is required until all courses have been evaluated.
- ii. The Dean's office will create a list of four possible trained peer evaluators (TPE) based on three factors:
 - a) spreading assignments evenly among the TPE,
 - b) at least two TPE will not be in the same department as the faculty member, and
 - c) a TPE cannot evaluate the same faculty member twice.
- iii. The faculty member will select one faculty member from the list, and will notify the Dean's office of the choice within two business days.
- iv. The faculty member will provide the TPE with
 - a) Course syllabus and schedule and
 - b) a sample exam and
 - c) a sample major assignment (two assignments if the course has no exams). Additional materials may also be provided at the faculty member's discretion.
- v. The faculty member notifies the TPE of 3-4 possible dates for the class visit; the TPE chooses a date and notifies the faculty member.
- vi. The faculty member and the TPE will hold a pre-observation meeting. This meeting should include a brief overview of the class session to be evaluated, and the goals/objectives for the class session, as well as a description of what students are expected to do to in preparation for the class session.
- vii. The TPE will visit the class. TPE should sit in a location in the classroom that allows for observation of both the instructor and the students (preferably in the back of the room).
- viii. The TPE will complete the evaluation form in accordance with the calibration training provided to all TPE.
- ix. The faculty member and the TPE will meet to discuss the evaluation.
- x. The TPE will submit the evaluation to the Dean who will review, approve, and sign the evaluation, then create a PDF to send to the TPE, AUL and the faculty member.
- xi. Either the TPE or the faculty member may request a second evaluation by a different TPE.

d. Student Evaluation Component

- i. The faculty member will use a student evaluation instrument that has been approved by the Faculty Development Committee.
- ii. Each continuing faculty member shall conduct Student Evaluations for at least three courses per year. The courses chosen should represent all areas in which the faculty member teaches and should reflect different courses in successive years.
- iii. Each newly-hired faculty member shall conduct Student Evaluations in all courses during her or his first two years.
- iv. After the first two years, faculty members inform the office of their Dean which courses shall be evaluated by the students.

3. Full Evaluation Packets

- a. A full evaluation packet consists of three sets of documentation.
 - i. The documents for teaching faculty members are:
 - a) Self and Academic Unit Leader Evaluation (SAUL)
 - b) Peer Evaluation; and
 - c) Student Evaluations.

- ii. The documents for library faculty members include:
 - a) Library Director Evaluation;
 - b) Peer Evaluation; and
 - c) at least one of the following:
 - 1) external review (Technical Services and Systems Librarians)
 - 2) Student Evaluations (Librarian Teaching Evaluation)
4. Evaluation Schedule
- a. In order to maintain the quality of the faculty members at Point Loma Nazarene University, each faculty member will be evaluated on a yearly basis.
 - i. All non-tenured faculty members shall be evaluated each year for two important purposes:
 - a) to provide them with feedback regarding their performance, particularly with respect to making progress toward tenure; and
 - b) to make a recommendation to the President regarding reappointment.
 - ii. The President is the final authority in decisions regarding the reappointment of non-tenured faculty members. (BOT)
 - iii. Tenured faculty members shall be evaluated each year as part of their continued growth and commitment to the mission of Point Loma Nazarene University.
 - b. Each faculty member will undergo an evaluation each year as described below.
 - i. Newly-hired faculty members will complete a full evaluation packet in each of her or his first three years of service at the University.
 - ii. Non-Tenure-Track Faculty members:
 - a) Starting in the fourth year of service at the University, Non-Tenure-Track faculty members will begin a three-year evaluation cycle:
 - 1) First and second year of three-year cycle – Student Evaluations only (for library faculty members, Library Director Evaluation only);
 - 2) Third year of three-year cycle – full evaluation packet.
 - iii. Tenure-Track and Multi-Year-Track Faculty members:
 - a) Newly-hired faculty members will complete a full evaluation packet in each of her or his first five years of service at the University with one exception (III.F.6.d).
 - b) A third year review portfolio will be submitted to the Rank and Tenure Committee (III.F.7).
 - iv. Tenured faculty members will follow a four-year evaluation cycle. This cycle begins when the faculty member is granted tenure.
 - a) First, second, and third year of four-year cycle – Student Evaluations only (for library faculty members, Library Director Evaluation only).
 - b) Fourth year of four-year cycle – full evaluation packet.
 - v. Post-summative review Multi-Year faculty members will follow the same review cycle as tenured faculty.
 - vi. If an unacceptable or incomplete evaluation is submitted, a full evaluation packet must be completed in the next academic year.
 - vii. A full evaluation packet is required the year prior to which a faculty member is scheduled to be considered for promotion or tenure, regardless of the cycle.