

- a. 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.
- 1. 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)
- 2. 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.