

**Non-Tenure Track Faculty Performance Review Policy**

**FP: 103c**

**Approved: Faculty Senate**

**Date: January 17, 2001**

**Approved: Board of Trustees**

**Date: April 25, 2001**

**EFFECTIVE DATE: September 1, 2001**

**PERFORMANCE REVIEW POLICY FOR  
NON-TENURE TRACK FACULTY: ADMINISTRATIVE PROCESS**

The dean of each college and the director of the university library are responsible for the evaluation of non-tenure track faculty performance. The dean/director or his/her designee conducts performance reviews according to procedures specified in this policy. The results of these reviews are summarized and records are kept by the dean. Information gained in the performance review may be used in decisions regarding promotion, retention and salary.

Performance criteria and the means of demonstrating are listed below. Each dean and/or the director of the university library may weigh the criteria differently or indicate a preferred means of demonstrating the criteria to reflect the differences (1) in faculty roles and responsibilities in different program areas and (2) in current rank of the faculty member.

**Performance Criteria**

**Area I. Quality of Instruction and/or Service to Students**

Criteria:

- 1) Knowledge of field
- 2) Instructional strategies and skills
- 3) Student development (evidence of growth and change)
- 4) Fulfillment of principal responsibilities

Means:

- 1) Student or client evaluations
- 2) Peer evaluation
- 3) Administrative evaluation
- 4) Self evaluation

**AREA II. Service within the Institution**

Criteria:

- 1) Course/program development
- 2) Formal and informal student advising
- 3) Faculty Senate, councils, committees

- 4) Support/sponsorship of student activities and programs
- 5) Assistance in recruiting/marketing

Means:

- 1) Self-report
- 2) Administrative evaluation

#### AREA III. Service to Profession and Community

Criteria:

- 1) Presentations/publications
- 2) Consulting
- 3) Workshops
- 4) Scholarship/research
- 5) Grants/proposals

Means:

- 1) Self-report
- 2) Administrative evaluation

#### AREA IV. Professional Growth and Development

Criteria:

- 1) Academic courses taken beyond degree
- 2) In-service training/workshops
- 3) Attendance at professional meetings
- 4) Reading and research not resulting in publication

Means:

- 1) Self-report
- 2) Administrative evaluation

#### **Process and Timeline for Performance Review**

- 1) By September 30, each non-tenure track faculty member will set goals and benchmarks in each of the four performance criteria areas for the upcoming academic year and submit this professional plan to the dean/director or designee.
- 2) By March 1, the faculty member will submit to the dean/director or designee a written progress report on the professional plan describing the progress made on each goal.
- 3) By April 1, the dean/director or designee will review significant information about job performance in relation to the following criteria:
  - \* Is there evidence that essential university-wide and assignment-specific faculty responsibilities are being substantially fulfilled?

- \* Is there evidence that the faculty member's education, experience, qualifications and professional skills are appropriately reflected in current performance?
- \* Is there evidence that the goals and measures in the professional plan are being met?

If, in the judgment of the dean/director or designee, there is evidence that these criteria and benchmarks are not being met for a non-tenure track faculty member, the dean/director or designee will meet with the faculty member by April 1. At the meeting, the faculty member will have the opportunity to present his/her case.

- 4) By April 15, the dean/director or designee will provide written notification to a non-tenure track faculty member that either a) he/she will not be rehired for the next academic year, or b) he/she will receive a contract pending budget approval.
- 5) By June 30, the dean/director or designee will send a letter to each non-tenure track faculty member who received notification of a contract pending budget approval. The letter recognizes the faculty member's work in the previous academic year, informs him/her that a new professional development plan must be submitted by September 30, and, if needed, provides guidance for the next academic year's professional development plan.