

College of Business Administration
Evaluation of Faculty
Statement of Purpose and Requirements Overview
April 2016

Statement of Purpose – Annual Evaluations

The purpose of the annual evaluation of faculty is to ensure the effectiveness of faculty output in the areas of teaching, research, and service; and to provide regular feedback to faculty regarding the performance of their duties. Because our faculty represent a diverse set of backgrounds, interests and expertise, it is likely that no two faculty members – even within the same discipline - approach the goals of effective teaching, research, and service in exactly the same way. We recognize there are multiple paths to the same goal of effective performance and each faculty member should be encouraged to choose his/her own path. For this reason it is important that our annual evaluation system be flexible enough to account for this diversity. However, all faculty members are accountable for providing effective teaching, research, and service and it is the responsibility of the Department Chair to provide an annual evaluation of every faculty member in each of these areas.

In this spirit we have created a CBA Annual Evaluation procedure that will be used by each department chair to help ensure a level of consistency in: (a) how evaluations are done, (b) the standards used to measure performance, and (c) the type of regular feedback faculty can expect.

The specific goals of the CBA annual evaluation include:

1. Assess the performance of faculty in each of the three areas: teaching, research and service. This assessment should include a comparison to peers as well as comparison to a normative standard.
2. Provide developmental feedback to faculty for the purposes of professional growth and behavioral adjustments needed to improve performance.
3. Provide a basis for determining annual pay increases.
4. Provide the basis for resource considerations such as summer research grants, workload, etc.
5. Provide input to the tenure and promotion process for faculty who are untenured and/or not fully promoted.

The annual evaluation of faculty should be based on:

- a five year rolling average of research productivity
- annual evaluation of teaching effectiveness
- annual evaluation of service output

All faculty not fully promoted receive mid-year feedback to provide more frequent progress reports and to allow the faculty member an opportunity to express concerns and seek council on professional accomplishments. This interaction is less formal than the annual evaluation.

Statement of Purpose – Other Evaluations

Other evaluations include third-year reviews of tenure-track faculty, three-year reviews of tenured but not fully promoted faculty, and professors of practice (PoP).

Assistant professors receive a rigorous evaluation in their third-year to provide feedback regarding progress toward tenure. A departmental personnel committee and the department chair carefully assess whether the assistant professor is on track, not on track, or behind in progress toward tenure. The assistant professor should receive council and instruction on strategies for the successful continuation of a path to tenure and promotion, if it is deemed achievable.

Tenured but not fully promoted receive progress reviews every three years after tenure and promotion to associate professor. A departmental committee and the department chair provide feedback on progress toward promotion to full professor. The associate professor should receive council and instruction on strategies for the successful continuation of a path to promotion.

Professors of practice are employed with terminal contracts. Decisions on contract renewals are made one year prior to contract expiration dates. These evaluations are made by a departmental personnel committee and the department chair. The decisions are based on PoP achievements according to the apportionments assigned in their contracts.

Requirements Overview¹

Annual evaluations and other periodic evaluations are summarized in the table below:

Faculty Evaluation Requirements				
Rank	Annual Evaluations		Other Evaluations*	
	Dept. Committee	Dept. Chair	Dept. Committee	Dept. Chair
Probationary Faculty	√	√	1	1
Tenured, Not Fully Promoted		√	2	
Tenured, Fully Promoted		√		
Professor of Practice, Not Fully Promoted	√	√	3	3
Professor of Practice, Fully Promoted		√	3	3
*Codes 1 - In 3rd year of employment (on track, not on track, behind) 2 - Every third year after tenure and promotion to Associate (progress toward promotion to Full) 3 - One year before contract expiration (renew, probationary, or terminate at contract expiration)				

¹ See *CBA Guidelines for the Evaluation of Faculty: Annual Evaluations, Promotion and Tenure, and 3rd Year Review Guidelines* for details.