

**North Carolina Agricultural and Technical State University
The College of Arts & Sciences**

Guidelines and Procedures for Use of Faculty Evaluation Documents I-IV

Guidelines: The Faculty Evaluation Committee proposes the following guidelines for implementation of Documents I-IV during the academic year. Since 2002, the committee has reviewed the documents periodically so as to ensure integrity and flexibility to the process of yearly evaluations. It is the responsibility of each faculty member and the chair of the department to reach consensus on the final evaluation of performance in teaching, research, publications, grants, and types of service. It is also the responsibility of each chair to implement this procedure uniformly and systematically in accordance with specific directions provided at the beginning of each document, regardless of the particularities of the department and its faculty. This requires that all department chairs be thoroughly familiar with the division of labor and timing of each phase in the process. Whenever a consensus cannot be reached on a final evaluation, the process will then move to the Faculty Evaluation Committee, which will review the documents and seek to render a decision on that basis.

Procedure: The timeline for completing Documents I-IV is as follows:

Document I: Planning Document

This document, the Annual Duty Agreement, is to be completed by September 30th of each academic year. As stated in the instructions, it represents a mutual understanding arrived at between the faculty member and the departmental chair on the duties of that faculty member to be performed during the academic year, as well as that faculty member's expectations and obligations regarding promotion, tenure, and post tenure review. Since the Annual Duty Agreement represents a shared understanding of annual duties and future expectations, the committee recommends that the faculty member and the chair discuss whatever is necessary or appropriate in order for both to reach consensus on the Duty Agreement. Once consensus is reached, the faculty member will complete and sign the document and then submit it to the chair to be signed by the latter.

Document II: Faculty Evaluation

At the end of the academic year, the chair and the faculty member will begin the evaluation process by meeting to review the details of Document II. Together, they will consider each section and reach consensus on the numerical ratings. To this end, the chair and the faculty member will rely on materials provided by the faculty member in Document III (Self Appraisal File) as well as those provided by the chair, such as peer review by a colleague in the department. The numerical ratings arrived at in Document II will reflect a joint consideration of all supporting materials in order for the faculty member and chair to arrive at a consensus that will serve as the basis for the chair's final evaluation in Document IV (Summary Evaluation Sheet).

Document III: Self Appraisal File

The faculty member will follow instructions by providing all materials that will help to substantiate his/her participation in the completion of Document II.

Document IV: Summary Evaluation Sheet

The departmental chair will determine the total score of each section in Document II and an overall rating. On that basis, the chair will recommend that the faculty member's performance for the academic year was above average, average, or below average. A brief explanation will also be provided by the chair, who will then sign the document. The faculty member must then accept or disagree with that recommendation.

As stated above, if the faculty member and the chair cannot reach agreement on the final recommendation, the process will move to the Faculty Evaluation Committee, which will review the documents and seek to render a decision on that basis.

The Document IV process should be completed no later than one week after final grades are submitted.