

Dixie State University Policy

642 Faculty Evaluations



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I. Purpose

- 1.1 In order to abide by the mission and core themes of Dixie State University (DSU), faculty will participate in regular evaluation to improve teaching performance. Furthermore, faculty evaluations are meant to advise faculty members regularly and specifically of strengths, challenges, and progress, as well as promote collegiality and improve instruction by sharing classroom practices and methodologies.
- 1.2 Faculty evaluation ensures that the standards of teaching performance are met, as outlined in Policy 633: Faculty Rights & Responsibilities and Policy 601: Professional Standards in Teaching. Faculty evaluations also aid in determining appointive status (see DSU Policy 371: Faculty Termination) and to aid in decisions concerning academic rank and tenure (see DSU Policy 641: Retention, Promotion, and Tenure Policy).

II. Scope

- 2.1 Faculty evaluation at Dixie State University will be composed of multiple indices and will involve all faculty, both full-time and part-time, on a defined schedule of evaluation activities. Academic administrators (president, vice presidents, deans, and department chairs) will have access to the raw data from evaluations.

III. Definitions

- 3.1 **Evaluative instrument:** A qualitative and/or quantitative evaluation tool used to assess teaching
- 3.2 **Faculty:** The terms faculty or faculty member mean all those who teach at the University, and include adjunct faculty with teaching responsibilities and other

instructional personnel as defined in DSU Policy 631: Faculty Categories.

IV. Policy

4.1 Types of Evaluations

4.1.1 Faculty evaluation will be composed of the following evaluative instruments:

- 4.1.1.1 *Student Opinion of Instruction Survey*: Students who are still currently enrolled in the class will complete a survey instrument evaluating their class and instructor.
- 4.1.1.2 *Self-Evaluation*: Self-Evaluation: Full-time faculty will write a memorandum to their department chair, which is forwarded to his or her college dean, identifying their strengths, ambitions, and challenges as instructors, and requesting the department chair's support in addressing those challenges and ambitions.
- 4.1.1.3 *Supervisor Evaluation*: The department chair, dean, or supervisor will visit a class session of the faculty member and fill out an evaluation form, which will be delivered to the faculty member. A faculty member's signature on the form does not mean the faculty member agrees with the evaluation; the signature just confirms the faculty member has seen the evaluation form. The supervisor may review the faculty member's portfolio, the results of recent student, self, and peer evaluations within the past academic year.
- 4.1.1.4 *Teaching Portfolio*: Faculty will maintain a teaching portfolio, which should include samples of student work, syllabi, vita, community engagement, special projects, scholarships, and other pertinent information regarding faculty performance. Information in the faculty portfolio will be available to the supervisor, peer evaluators, and other accrediting bodies as deemed necessary.
- 4.1.1.5 *Peer Exchange*: peer exchanges are designed to promote collegial exchange of ideas and constructive discussion about instruction between faculty members. Faculty members will identify one peer and this peer will visit one of the faculty member's class sessions and fill out a form, which will be delivered to the

faculty member.

4.1.1.5.1 Faculty will not reciprocally review one another's class sessions. In other words, no two faculty members may mutually appraise one another's class sessions. Faculty members will seek a different faculty member each year for at least a three-year rotation.

4.1.2 The survey instrument for the Student Opinion of Instruction Survey, the evaluation form for the Self-Evaluations, the supervisor evaluation form and the peer exchange form will be developed and approved by Faculty Senate, the College Deans, and the Provost in accordance with shared governance as outlined in DSU Policy 639: Constitution of the Faculty Senate.

4.2 Access to Evaluation Data

4.2.1 Academic administrators, the department chair, the college dean, and those responsible for collecting faculty data will have access to the raw data from student, self, and administrator evaluations. This data is confidential, part of the faculty member's private personnel file, and the administrators will treat it accordingly, sharing it with no other persons.

4.3 Results of Evaluation

4.3.1 Working together, the dean, chair, and faculty members will use the data to make improvements to instruction that are specific to the faculty member's needs.

4.4 Requests for Evaluation

4.4.1 All faculty are encouraged to voluntarily request additional evaluation by students, peers, or administrators. Any additional evaluations will be supported by Dixie State University, without using faculty development funds for that purpose.

4.4.2 All faculty members can request department chairs to evaluate or visit a course for reasons related to disruptive behavior to the course learning environment.

V. References

5.1 DSU Policy 151: Grievance Procedure

- 5.2 DSU Policy 371: Faculty Termination
- 5.3 DSU Policy 601: Professional Standards in Teaching
- 5.4 DSU Policy 633: Faculty Rights & Responsibilities
- 5.5 DSU Policy 640: Bylaws of the Faculty Senate
- 5.6 DSU Policy 641: Retention, Promotion, and Tenure Policy

VI. Procedures

6.1 Evaluation Schedule and Process

6.1.1 All faculty, both full-time and part-time, will be evaluated on the following schedule and process:

6.1.1.1 Full-time probationary faculty:

6.1.1.1.1 *Student Opinion of Instruction Surveys* will be conducted in all courses every term the last two weeks of the semester before finals week. The faculty member responsible for the course will not administer the survey. Student evaluations will close before finals week. The faculty member will not see the results of the student survey until after final grades have been issued.

6.1.1.1.2 *Self-Evaluation* will be completed once per year by June 15th as an evaluation of the previous academic year, and the self-evaluation will be submitted to the professor's respective department chair.

6.1.1.1.3 *Supervisor Evaluation* will be completed once per academic year during the probationary period. For the supervisor evaluation, the dean, department chair, or program coordinator who reviewed the class will meet with the faculty member to review the form either immediately after the class session or at a mutually agreed upon time. The faculty member will sign the form, keep a photocopy, and return the original to the department chair with a copy sent to the college dean.

6.1.1.1.4 *Peer exchange* will be completed once per academic year. Within a week following the visit, the peer will meet with the faculty member to informally discuss the session. The faculty member and peer will sign the form, keep a photocopy, and send the original to the department chair with a copy sent to the college dean. Additional peers may be invited to visit a faculty member's class at the faculty member's discretion.

6.1.1.2 Full-time non-probationary or tenured faculty:

6.1.1.2.1 *Student Opinion of Instruction Surveys* will be conducted in all courses every term the last two weeks of the semester before finals week. The faculty member responsible for the course will not administer the survey. Student evaluations will close before finals week. The faculty member will not see the results of the student survey until after final grades have been issued

6.1.1.2.2 *Self-Evaluation* will be completed once per year by June 15th as an evaluation of the previous academic year, and the self-evaluation will be submitted to the professor's respective department chair.

6.1.1.2.3 *Supervisor Evaluation* should be completed once per every three academic years for tenured and non-probationary faculty. For the supervisor evaluation, the dean, department chair, or program coordinator who reviewed the class will meet with the faculty member to review the form either immediately after the class session or at a mutually agreed upon date. The faculty member will sign the form, keep a photocopy, and return the original to the department chair with a copy sent to the college dean.

6.1.1.2.4 *Peer exchange* will be completed once every three academic years. Within a week following the visit, the peer will meet with the faculty member to informally discuss the session. The faculty member and peer will sign the form, keep a photocopy, and send the form to the department chair with a copy sent to the college dean. Additional peers may

be invited to visit a faculty member's class at the faculty member's discretion.

6.1.1.3 Part-time faculty:

6.1.1.3.1 *Student Opinion of Instruction Surveys* will be conducted in all courses every term the last two weeks of the semester before finals week. The faculty member responsible for the course will not administer the survey. Student evaluations will close before finals week. The faculty member will not see the results of the student survey until after final grades have been issued

6.1.1.3.2 *Supervisor Evaluation* will be completed once per academic year. For the supervisor evaluation, the dean, department chair, or program coordinator who reviewed the class will meet with the faculty member to review the form either immediately after the class session or as soon as schedules permit. The faculty member will sign the form, keep a photocopy, and return the original to the department chair with a copy sent to the college dean.

6.2 Appeals of Evaluations

6.2.1 Faculty members who wish to challenge the results of an evaluation may appeal the evaluation through the formal grievance procedures (see DSU Policy 151: Grievance Procedure).

VII. Addenda

7.1 Student Opinion of Instruction Survey Form

7.2 Self-Evaluation Form

7.3 Supervisor Evaluation

7.4 Teaching Portfolio Form

7.5 Peer Exchange Form

7.6 New and Adjunct Faculty Handbook

Policy Owner: Vice President of Academic Affairs/Provost
Policy Steward: Faculty Senate

History:

Approved 1/10/97

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REPEATED