College of Arts and Humanities Faculty Evaluation Process

Each spring faculty submit to department chairs a self-evaluation describing their performance in teaching, service, and professional growth for the previous calendar year. The self-evaluation includes responses to student course evaluations for each course taught during the period under review. The chair uses the self-evaluation, course evaluations, and other relevant evidence to write a review of the faculty member’s work in the three performance areas, though the focus will depend on the status of the faculty—tenured, tenure-stream, limited-term. The faculty member reviews the chair’s report, signs it to acknowledge having received it, and returns it to the chair, along with any written response he or she wishes to attach. The faculty member is also invited to meet with the chair to discuss the evaluation. Chairs forward all faculty evaluations to the dean. Along with the chair’s self-evaluation and other relevant documentation, they are used as evidence in the dean’s annual evaluation of the chair.

The following language is from the COAH “Guiding Principles and Procedures Document”:

Lecturers, senior lecturers, tenure-track, and tenured faculty are expected to devote time to teaching, professional development, and service, and the COAH expects these faculty members to be actively involved in all three areas. If, at the conclusion of the review process, it is determined that a particular faculty member is not fulfilling this expectation (e.g., he or she is not maintaining an active research agenda or service record), the department chair or Dean shall have the option to create a plan for improvement and/or adjust that individual’s teaching