

ARTICLE XVII EVALUATIONS

- iii. Each evaluation may include information relevant to the instructional duties assigned to the faculty member, including participation in curriculum development and review, and in development and assessment of student learning outcomes. Any information included in the faculty member's evaluation regarding participation in curriculum or student learning outcome processes must be verified and documented.
- iv. A faculty member may also elect to have a second evaluation by a tenured faculty member of his/her choice. This second evaluation is intended for improvement of faculty members and it may become a part of the personnel file only at the request of the faculty member being evaluated.
- v. Faculty members shall not be held accountable for any aspect of the educational program over which they have no authority.
- vi. Evaluations are to be based primarily on the observation described in subsection (ii) above. Hearsay statements, rumors or information from anonymous sources shall be excluded from written evaluations. The evaluator may include in the written evaluation information which has been documented through a completed investigation subsequent to a complaint, the findings of which investigation have been delivered to the faculty member under evaluation prior to the inclusion of this information in the evaluation report.

B. Evaluation Timelines

1. The Vice President or Dean will initiate the tenured faculty evaluation process every two (2) years.
2. The evaluation process must be completed within one year of its initiation, or the process must begin anew.

C. Follow-up Procedures

Any tenured faculty member receiving an overall rating of unsatisfactory or requires improvement(s) will be evaluated again within twelve (12) months. All recommended improvement(s) will be in the faculty member's plan of action. The plan of action will outline the detail(s) of activity for enhancement(s), date(s) of completion for each activity, and material(s) which will be acceptable as documentation of action(s) completed.

In the subsequent evaluation, if the faculty member does not receive an overall rating of "Good" or better, the faculty member will not be eligible for any overload assignments until such time as future evaluation results in an overall "Good" or better.