

1. The Annual Faculty Evaluation (AFE) is required under section 3.17.2 of the Faculty Handbook.
2. The AFE will be conducted annually at the direction of the Dean's office and will cover the calendar year since the last evaluation.
3. This evaluation has as its primary purpose a systematic and objective evaluation of faculty performance. Evaluators should recognize the importance of the objective nature of this evaluation and must not base any portion of the evaluation on race, sex (including pregnancy), sexual orientation, religion, color, national origin, age genetic information, disabled veteran status, Vietnam Era veteran status, newly separated veteran status, or disability. The evaluation method for the AFE is to rank the members of each academic department according to the degree of their professional competence and performance, as exemplified in the stipulated criteria, and to array that ranking against faculty salaries within the department to identify possible discrepancies.
4. The AFE is an evaluation of faculty by their department chairs. For AFE evaluation purposes, the chairs will not evaluate or rank themselves.
5. The chair should avoid rating department faculty only against each other, i.e., "grading on the curve." Rather, the faculty members should be evaluated in terms of a standard of excellence based on the profession as a whole.
6. So that the evaluation will reflect professional experience, the faculty should be evaluated within their professional ranks.
7. The AFE form weights the three basic divisions of the criteria as follows: Teaching Effectiveness, 60 percent; Professional Development, 30 percent; and Professional Service, 10 percent. These weights are flexible and may be negotiated individually by faculty members in advance of the evaluation year. In such case, the faculty member and chair will mutually agree on a statement of activities and weights and the faculty member will prepare a written statement describing his or her planned activities in Teaching, Professional Development, and Service. The statement should address, as specifically as possible, the twelve criteria shown on the Faculty Evaluation Sheet. More specific criteria relating activities to items on the evaluation form may/should be specified by departments or colleges. This description should include a statement of the weighting of individual factors on the evaluation form. In the event agreement cannot be reached, the differences will be resolved by the dean's office.
8. If a college has developed a comprehensive faculty evaluation system with a range of weights different from 60, 30, 10, the dean must receive approval from the associated Academic Vice President to implement that system. This approval would be for the system in general, rather than obtaining approval on an individual faculty basis.

1. Evaluate each member of the faculty on the Faculty Evaluation Sheet, following the instructions thereon and referring to the guidelines below. Identify each faculty member by name and academic rank.
2. The faculty member will be evaluated on each criterion using a scale of 0 – 10, with 0 the lowest, 5 the average, and 10 the highest value for each. Ratings will be assigned on a relative basis regarding general standing of the profession, as other professors of the department. Information concerning the relative allocation of recommended merit increases will be provided when available. Signature on the form indicates that this review has taken place; it does not necessarily signify agreement with the rating assigned.

7. Using the same rating figures, the chair should rank the entire department

- 9. Committee Service
- 10. Extracurricular participation
(student organization advisor, etc.)
- 11. University-related community service
- 12. Other (specify)