

PROCEDURES FOR ANNUAL FACULTY EVALUATION

Adopted by the DAC

December 4, 2002

(As amended 8 March 2006)

A. Each year, according to a schedule established annually by the College of Arts and Sciences, each faculty member in the Department of History fills out a Faculty Annual Update Information Form (VPAA-160; see Department website) with his/her activities and accomplishments during that calendar year, plus the preceding two calendar years. In the words of the University Faculty Handbook: "Use of this three-year time period lessens both the impact of temporary aberrations in a faculty member's usual productivity and year-to-year differences in funds available for faculty salaries." (Faculty Handbook Sect. II.E)

B. The Department Chair compiles a file for each faculty member consisting of the Faculty Annual Update Information Form and supporting information such as copies of publications and summaries of student evaluations. This file thus includes information on teaching (classes taught, new classes, effectiveness of instruction, etc.); research, publication, and professional activities (books, articles, papers presented, etc.); and service (committee memberships, offices held in professional societies, etc.). The evaluation process takes into account everything in this file. (A faculty member may request that a book that appears near the end of an evaluation period—2003-2005, for example—with a copyright date for the following year—2006, in this example—be counted for the just-completed evaluation period, providing that the book is in hands of the Departmental Affairs Committee [DAC] by the time of the DAC's annual evaluation meeting and that the faculty member in question makes the request in writing and places a copy of the request in his/her annual update files in succeeding years.)

C. Members of the Departmental office staff prepare a Performance Evaluation Form (see Department website) for each faculty member, entering the average 3-year Fractional FTE from the Total Workload Report Form for the categories of Teaching, Research, & Service on each form (VPAA-180; see Department website). They also prepare Excel templates to calculate average Performance Evaluation ratings for each faculty member.

D. Each member of the DAC reads the files and prepares an evaluation of each faculty member (except himself/herself), using the Performance Evaluation Form to arrive at a quantitative score. This is accomplished by giving each faculty member a score from 0 to 10 on each of the evaluation categories; i.e., teaching, scholarship, and service. That score is then multiplied by the percentage of effort that the faculty member's "contract" (Workload Report Form) dedicates to teaching, scholarship, and service during the three-year period of evaluation.

For example, a faculty member who received a score of 8 on teaching, 8 on research, and 5 on service and whose "contract" dedicated 40 percent to teaching, 40 percent to research, and 20 percent to service, would receive a total score of 7.40 $[(8 \times .40 = 3.20) + (8 \times .40 = 3.20) + (5 \times .20 = 1.00) = 7.40]$.

E. On the basis of the overall scores arrived at by the procedure outlined above, each member of the DAC then places each faculty member (except himself/herself) in one of five groups (Group 1 being the highest and Group 5 being the lowest). These groupings and the completed Performance Evaluation Forms are given to the secretary of the DAC, who compiles: (1) a list of the names of all members of the faculty and the group in which they were placed; and (2) a composite Performance Evaluation generated by averaging the Performance Evaluations submitted by the members of the DAC.

The secretary does not receive information on the group in which he/she was placed or his/her Performance Evaluation Forms. For purposes of confidentiality, that information is given to the Department Chair to be compiled.

The groups to which members of the DAC have been assigned are not included on the list of faculty members compiled by the secretary. For purposes of confidentiality, he/she makes a separate list of the groups assigned to members of the DAC.

F. The DAC completes the evaluation by meeting to discuss each faculty member's performance and to reconcile any differences in the composite Performance Evaluation Form and in the groups assigned. (Members of the DAC leave the room during the discussion of their performance and grouping.) Every effort is made to arrive at a consensus, but if necessary a secret ballot is taken to determine the Performance Evaluation and the group to which an individual faculty member will be assigned.

G. After completing the grouping, the DAC approves a summary paragraph that explains the evaluation of, and group assigned to, each faculty member. In the interest of time, the Department Chair prepares drafts of these in advance; but they are not read before the groupings are finalized. The paragraphs are edited as necessary to reflect the evaluation of the full DAC.

H. The Department Chair gives each faculty member a copy of his/her paragraph, Performance Evaluation Rating, and the group to which he/she has been assigned and informs him/her that appeals to the DAC may be made within ten calendar days.

I. At the end of ten calendar days, final versions of the paragraphs and Performance Evaluation Forms and a final group for each member of the faculty are approved (excepting those for whom appeals are in process). The Department Chair then forwards these evaluations to the Dean of the College of Arts & Sciences.

CRITERIA
FOR THE
ANNUAL EVALUATION OF FULL-TIME FACULTY MEMBERS
OF THE DEPARTMENT OF HISTORY

Adopted by the Department
January 22, 2003

The Department Affairs Committee (DAC) will assess the work of full-time tenured and tenure track faculty on the basis of the work distribution outlined in each faculty member's Total Workload Report Form for the three-year period under evaluation.

Because the Department of History is a Ph.D. granting department, it is expected that full-time faculty members will be active in the three areas of scholarship, teaching, and service. Therefore, faculty members shall choose some variant of workload option 1 or workload option 3. Exceptions may be made for faculty members who have significant administrative duties which bring them under the direct supervision of the Dean of the College of Arts and Sciences and who have received permission from the Dean to adopt a workload distribution that does not fall into category 1, 2, or 3.

The DAC will assess each faculty member's three-year record of scholarship, teaching, and service in light of the following considerations:

1. Evaluation of scholarship will take into consideration a faculty member's published research and work in progress including:
 - a. Research monographs (books) that are the product of substantial research based on primary sources. (Because a research monograph requires years of research and writing, such books will be counted for five years beginning with the year of publication.)
 - b. Edited books involving significant primary research; major works of synthesis such as textbooks; research articles and book chapters based on scholarly research; anthologies and readers; and presentation of research at professional conferences, with particular value placed on participation in national and international conferences of major professional organizations. (Items in this category are not listed in any rank order of importance. Each will be considered as having secondary importance only to a research monograph. However, any book-length item in this category that is reviewed in a scholarly journal may be submitted for consideration during the fourth and fifth years after its publication.)
 - c. Encyclopedia entries of substantial size (more than a few hundred words) that show evidence of significant research in scholarly sources.
 - d. Minor encyclopedia and historical dictionary entries (those of only a few hundred words), book reviews and "think pieces" (reflective articles

expressing opinions or conclusions but not presenting the results of research). However, such items are not as important as those listed in a., b., and c. above.

2. The DAC will assess a faculty member's teaching on the basis of:
 - a. Numerical student evaluations
 - b. Written student evaluations (if submitted by the faculty member)
 - c. Supervision of graduate students
 - d. Syllabi and other course materials submitted by the faculty member

3. The DAC will assess a faculty member's record of service including:
 - a. Service on Department committees
 - b. Service on College of Arts and Sciences committees
 - c. Service on University committees
 - d. Other service to the Department, the College, the University, profession, and/or the community.