

Evaluation of Faculty

Adopted by Academic Policies and Curriculum Committee 11/10/15

Adopted by Faculty Senate 12/11/15

Adopted by the President 2/14/16

The faculty of East Georgia State College in accordance with the University System Board of Regents' [*Policy Manual*](#) will be evaluated on an annual basis during the Spring Term of the academic year. The purpose of faculty evaluation is to maintain high standards of instruction and commitment to academic advising, community service, and professional development. The results of faculty evaluation will be used for counseling faculty about teaching, academic advising, community service, and professional development. The results are further used to determine merit pay raises, promotion, and tenure.

Faculty evaluation is achieved through two instruments: the East Georgia State College Student Faculty-Course Evaluation Questionnaire and the Faculty Member Evaluation Report. Both instruments were composed and approved by the faculty of East Georgia State College. See the Faculty Handbook for copies of these forms.

The Student Faculty-Course Evaluation Questionnaire (Appendix 1) is administered for courses during the fall term each academic year. The Questionnaire may be administered in the spring term for new hires, if issues arise in the fall evaluation, or the faculty member requests a spring administration. The vice president for academic affairs and appropriate dean may initiate and must approve the spring administration. The objective section results are summarized for each course and each faculty member and are available to the vice president for academic affairs, deans, and faculty members. All Student Faculty-Course Evaluation Reports are filed with the executive assistant to the vice president for academic affairs for future reference, should the need arise for referencing these documents.

Faculty Member Evaluation Reports (Appendix 2) are administered by the appropriate dean and include these criteria: 1) teaching, 2) service to the institution, 3) academic achievement, 4) professional growth and development. The criteria further include: a) demonstrated classroom performance; b) influencing students to accomplish objectives; c) encouraging and assisting students' self-development and favorable disposition toward education; d) demonstrated flexibility in teaching assignments and working conditions; e) conscientious, effective student advising; f) contributions to institutional tasks; g) promotion of harmonious working relationships and team effort; h) support of the college's outreach programs; and) contributions to community service.

The following are a part of the evaluation system:

1. The dean will schedule individual conferences with faculty members to discuss the content of the faculty member's annual written evaluation.
2. Faculty members will sign a statement indicating that they have been apprised of the content of the annual written evaluation.
3. Faculty members will be given the opportunity to respond in writing to the annual written evaluation, and these responses will be attached to the evaluation.
4. The deans will acknowledge in writing receipt of this response, noting changes, if any, in the annual evaluation made as a result of either the conference or the faculty member's written response. This acknowledgment will also become a part of the record.