EVALUATION OF FACULTY

Effective Date: August 1, 2019
Responsible Office: Vice President of Academic Affairs
Division: Academic Affairs

I. **PURPOSE/OBJECTIVE**
    To ensure that all faculty are evaluated annually.

II. **STATEMENT OF POLICY**
    Faculty members, including library faculty, shall be evaluated annually by comparing expectations with performance. This includes faculty who are tenured, tenure-track and non-tenure track appointments. Adjunct faculty shall also be evaluated. Evaluations will be completed during the May – July period of each year.

    This policy is aligned with the Bylaws & Rules of the University of Louisiana System that are related to the evaluation of faculty. This policy also supports the ability of Grambling State University to continue to be "a community of learners who strive for excellence in their pursuit of knowledge and who seek to contribute to their respective major academic disciplines."

    A. To facilitate the annual evaluation, the faculty member should provide supporting documentation that captures accomplishments in key areas. Evaluation documents should remain on file in the academic unit and in Human Resources.

    B. Elements of Evaluation

        1. The key evaluation areas for teaching faculty are teaching, research & creative work, university service, and community service. The GSU Faculty Handbook provides a detailed description of activities associated with each area.

        2. The key evaluation areas for library faculty are librarianship, professional activities, and university & community service.

    C. Supervisors should customize expectations for faculty who are in non-tenured track appointments to reflect duties.

    D. At the end of each evaluation period, the supervisor in collaboration with the faculty member, will identify strengths and areas of improvement. The supervisor and faculty member will identify a plan for implementation that will support continued professional development. The impact of the implemented plan will be monitored and adjusted as needed.

       E. Abbreviated descriptions of evaluation elements

Teaching Faculty

Teaching Excellence, Advisement, Counseling, and Other Student-Impact Activities (Weight 50%)- The faculty member's effectiveness shall be evaluated in terms of professional competence and relationships with students, administrators, and peers. Consideration shall be given to students 'evaluations of the teaching effectiveness.

Research, Professional Activities, and Creative Work (Weight 30%)- All research shall be regarded as falling into three main categories: theoretical, experimental, and applied. Research relevant to the University and creative efforts of a broader scope are appropriate. Although faculty members are encouraged to publish books and articles in professional and scholarly journals, certain types of intellectual and creative efforts may be accepted in lieu of published research. Examples include musical compositions, concert performances, acting or theatre work, works of art, art exhibitions, or participation in art residencies or master classes.

University Service (Weight 10%)- The faculty member is expected to be an active participant in University operations. Examples include serving on standing committees, recruitment of students, and other special assignments.

Community and Social Service (Weight 10%)- Public and community service shall be evaluated in terms of the kind of public service rendered and the extent to which the activity tended to improve social or economic conditions, develop greater appreciation of educational and cultural events, and improve better relations between the University and the local community.

Library Faculty

*Librarianship (Weight 50%)-*The library faculty member's effectiveness shall be evaluated in terms of professional competence and relationships with students, faculty, administrators, and peers. Consideration shall be given to the evaluation of the effectiveness of the applicant's instructional techniques and educational resource management.

Professional Activities (Weight 20%)- Professional activities shall include (1) research and publications, and (2) professional development.

Service (Weight 30%)- Service shall be of two kinds: (1) University and (2) community. *University Service:* The library faculty member is expected to be an active participant in University operations. Examples include serving on standing committees, recruitment of students, and undertaking special assignments.