

SECTION 3, COMPREHENSIVE STANDARD 3.7.2

The institution regularly evaluates the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status.

JUDGMENT OF COMPLIANCE

Compliant

Partially Compliant

Noncompliant

RATIONALE FOR JUDGMENT OF COMPLIANCE

North Georgia College & State University engages in evaluation procedures that are consistent with established and mandated University System of Georgia Board of Regents' policies (see *BOR Policy* 803.07 [[1](#)]). NGCSU publishes its faculty evaluation policy in the Faculty Handbook [[2](#), Section 4.3]. University policy requires that each faculty member—tenured and non-tenured—be evaluated at least once per academic year in the areas of teaching, scholarship, and service with professional growth and development considered among these three. NGCSU faculty members are formally evaluated each year during the period from late January to early March. Annual evaluations span calendar years (January through December), not academic years (August through May), and all documents related to the evaluation process are completed with that in mind.

During or just prior to the evaluation period (late January to early March), each full-time faculty member is required to complete two documents. First, the faculty member completes and submits to her/his department head an *Annual Activities Report* [[3](#)]. This report is a record of the various professional activities performed by the faculty member during the previous calendar year. The information recorded in the report falls into ten different categories: (1) academic honors and recognitions; (2) publications; (3) presentations at national, regional, and state professional meetings or conferences; (4) service (including committee membership, advising activities, and other professional service activities); (5) attendance at professional meetings, conferences, and/or workshops; (6) membership in professional organizations; (7) course and/or curriculum improvements; (8) research and/or creative projects under way; (9) summaries of grants and contracts; and (10) courses taught during the calendar year.

Second, the faculty member completes and submits to the department head an *Annual Faculty Performance Evaluation* [4]. This form asks the faculty member to rate and provide justification for his/her professional performance in the areas of teaching, service, and professional development during the calendar year under consideration. Because of NGCSU's strong commitment to teaching, a faculty member's performance in the area of teaching constitutes 60% of his/her overall evaluation. Service and professional development constitute the remaining 40%. Each year the faculty member and her/his supervisor discuss distributing 40% of the overall evaluation between service and professional development by establishing a percentage of 10% to 30% for each.

With the approval of the faculty member's department head, the percentages chosen may remain the same from year to year, or, at the desire of the faculty member and the approval of the department head, may change at the beginning of a new evaluation period. Regardless of the percentages, faculty members are expected to make all attempts to engage in activities sufficient to warrant tenure. In some cases, there may be special assignments that affect the percentages in one or more categories. Such special assignments and the resulting changes in percentages are subject to approval of the Vice President for Academic Affairs. Faculty members and/or department heads may arrange interim meetings throughout the year to review performance and progress toward the achievement of development goals and/or to make revisions to development plans and strategies.

After careful consideration of the two forms submitted by the faculty member and an evaluation against department standards, the department head completes a second *Annual Faculty Performance Evaluation* [5] that includes commendations and recommendations as appropriate. During the evaluation period, the department head meets with the individual faculty member to provide feedback on performance during the previous calendar year through a constructive, candid, and forward-looking discussion. Faculty members may append written comments to this final evaluation. Copies of these evaluations are maintained in department files, shared with the respective dean for approval, and given to the faculty member. These evaluations aid in determining merit salary increases (recommendations are communicated to the Office of the Vice President for Academic Affairs in April) and the reappointment of probationary faculty.

Annual faculty evaluations inform the promotion and tenure review processes. The criteria and processes for promotion and tenure review are contained in the Board of Regents Policy Manual [6, Section 803.08 & Section 803.09], the Board of Regents Academic Affairs Handbook [7, Section 4], and the North Georgia College & State University 2005-2006

Faculty Handbook [8, Section 4.5] and are administered by the Vice President for Academic Affairs. Faculty evaluations also inform the pre-tenure (a comprehensive look at faculty achievements and performance in the third year of the probationary period as a basis for renewal or non-renewal of the contract beyond the following year) and post-tenure (conducted of all tenured faculty members at five-year intervals unless interrupted by a further review for promotion) reviews of faculty. Pre- and post-tenure review policies are published in the Faculty Handbook [9, Section 4.4 and Section 4.6 respectively] consistent with the guidelines established in the Board of Regents Policy Manual [10, Section 803.07]. The inclusion of individualized departmental promotion and tenure guidelines begins AY 2005-2006.

Part-time faculty are evaluated by their department head at the end of each term. Each department head determines whether a part-time faculty member is performing at an acceptable level. The primary source of information is IAS [11] results (student evaluation of teaching performance) at the end of each term, which are required of all faculty. Other sources may include teaching observations and informal and formal discussions between the department head and the part-time faculty member. Copies of these evaluations are maintained in department files. These evaluations aid the department head in determining reappointment.

Document Reference:

Number	DB Num	Document Title	Resource
1, 6, 10		Board of Regents Policy Manual, Sections 803.07, 803.08, 803.09	http://www.usg.edu/regents/policymanual/800.phtml - 803
2, 8, 9		NGCSU 2005-2006 Faculty Handbook (see Section 4.3, 4.4, 4.5, 4.6)	http://www.ngcsu.edu/VPAA/Fcltybk/index.htm
3		Annual Activities Report	http://www.ngcsu.edu/sacs/Reference_Room/documents/NGCSU_documents/Activity_Report_2005.pdf
4, 5		Annual Faculty Performance Evaluation	http://www.ngcsu.edu/sacs/Reference_Room/documents/NGCSU_documents/Eval_Fac_by_DH.pdf
7		Board of Regents, Academic Affairs Handbook, Section 4, Academic Personnel	http://www.usg.edu/academics/handbook/section4/

Number	DB Num	Document Title	Resource
11		IAS Forms	http://www.ngcsu.edu/sacs/Reference_Room/documents/ngcsu_docs_5.htm#ias