

# Periodic Reviews and Evaluation

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A. NDSU Policy Section 352 requires annual reviews.

Annual reviews of faculty serve multiple functions. They assist faculty members in assessing their professional performance, assist the administration by delineating areas toward which particular effort should be directed to improve the professional achievement of faculty members, and contribute to the cumulative base upon which decisions about renewal, promotion, and tenure are made. In addition, such reviews may result in changes in responsibilities, modified expectations, and/or altered goals for faculty performance.

1. All full-time probationary and tenured faculty members shall receive annual written evaluations which assess professional performance in teaching, research/creative activity, and service and state expectations and goals for the coming review period. The evaluation of a tenured faculty member shall address his or her performance relative to the current position description.

1.1 Annual evaluations of probationary faculty shall assess professional performance in teaching, research/creative activity, and service, recognize areas of strength, offer specific recommendations for improvement in areas of weakness, and include an assessment of the faculty member's progress toward tenure. These evaluations contribute to the cumulative base upon which decisions about renewal, promotion, and tenure are made. Should the annual reviews indicate that a faculty member is not making satisfactory progress toward tenure, the report may include a recommendation for non-renewal. In making a judgment on satisfactory progress toward tenure, due consideration shall be given to the candidate's academic record, performance of assigned responsibilities, and potential to meet the criteria for promotion and tenure at the end of the probationary period.

1.2 A cumulative evaluation during the third probationary year of a faculty member is required and shall include an assessment of the faculty member's progress toward tenure and recommendations for improvement. Evaluations by the chair and a departmental committee of tenured peers shall be components of the third-year review. Should there be evidence of serious deficiencies that makes the prospect for timely remediation highly unlikely, the report may include a recommendation for non-renewal. Any extension granted prior to the third-year review will delay the review by an equal period.

1.3 Annual and third-year evaluations of probationary faculty shall be conducted and completed in a timely manner to meet the administrative deadlines for notices and recommendations for non-renewal listed in Policy Manual, Section 350.3. See also the procedures described in the section Pre-sixth Year Non-renewals.

1.4 Annual reviews of tenured associate professors shall include specific recommendations for strengthening the case for promotion.

1.5 Annual reviews of tenured professors shall recognize and reinforce areas of strength, as well as discuss areas of weakness and recommend improvements.

Unless department procedures provide otherwise, the department chair/head or director of the academic unit is responsible for the conduct of the reviews and the communication of their results to the faculty member and to the administrator to whom the faculty member reports.

The reviews shall result in a written report to the faculty member being reviewed. The faculty member being reviewed shall have 14 calendar days to respond in writing to the written report if the faculty member wishes to do so. The written report, and any written response from the faculty member, shall become part of the faculty member's official personnel file. The faculty member may appeal a periodic review by requesting a reconsideration by the evaluating party. If not satisfied, the faculty member may initiate the grievance process pursuant to Policy Manual, Section 353.

2. A formal evaluation at least once every three years of the administrative performance of the dean, associate dean, director of an academic unit, and department chairs/heads is required. It is expected that the evaluation will always emphasize areas of special achievement, while also identifying areas needing improvement. The College or department PTE committee, supervising administrator, or the employee himself/herself may request an evaluation. For the Dean, the evaluation process is initiated by the Provost/VPAA; for associate deans, directors of academic units, chairs/heads, the process is initiated by the Dean. Specific policy and procedures may be found in Policy Manual, Section 327

B. The chairs/heads or heads of academic units shall, at the close of each academic year, report to the dean the names of the probationary and tenured faculty members evaluated during the year. Copies of the written evaluations shall go to the faculty members evaluated and to the chair/head of their departments.

For departments with two or fewer full-time equivalent faculty, the evaluations will be performed by the Dean with the assistance of the College Promotion, Tenure and Evaluation Committee.

Each department chair/head and one faculty representative each from the Arts, the Humanities, and the Social Sciences, elected at large, will serve as a committee of the whole to evaluate the Dean.

