

## **Procedures for Conducting Annual Evaluation of Faculty Outside of the Tenure, Promotion, and Post-tenure Review.**

All full-time faculty must be reviewed annually, have a current position description, and have official personnel file maintained in the college dean's office according to [NDSU Policy 352](#), [NDSU Policy 350.1](#), and [N.D.C.C. 54-06-21](#). Faculty include probationary and tenured faculty, professors of practice, research professors, senior lecturers, and lecturers.

Procedure:

1. The department chair/head will ensure that all faculty are reviewed annually. Further, the department chair/head will ensure that all faculty have job descriptions that are annually reviewed and updated.
2. Annual evaluations will include an evaluation of the faculty member's performance relative to their current position description. The review should recognize and reinforce areas of strength, as well as discuss areas of weakness and recommend improvement.
3. Consistent with [NDSU Policy 332](#) Assessment of Teaching evaluation of teaching effectiveness should be based on the triangulation approach and should include data collected from the instructor, students and peers.
4. Annual evaluation of faculty shall result in a written report to the faculty member being reviewed.
5. Annual evaluations shall
  - a. Include and document significant student input (SCES/SROIs, exit interviews, etc.) for evaluation of teaching responsibilities.
  - b. Make specific recommendations to strengthen the case for promotion and/or tenure for assistant and associate professors.
  - c. Include a review and updating of faculty position description.
  - d. State expectations and goals for the coming review period.
6. After the appropriate faculty evaluation forms are completed by the evaluator(s), the department chair/head will send faculty asking them to review, sign, date, and return the evaluation to the department chair.
7. Faculty must sign the annual evaluation signifying only that he/she has read the document and has been provided the opportunity of attaching a written response. Faculty have 14 calendar days to attach a written response.
8. Department chair/head will sign the faculty evaluation form and send to college dean's office by April 15 *or as directed by college dean*.
9. Annual evaluations will be placed in the faculty member's official personnel file. The official personnel file for faculty will be kept in the college dean's office and will be maintained consistent with N.D.C.C. 54-06-21.
10. Each job description will be signed by the dean, the department chair/head, and the faculty member and filed in the faculty member's official personnel file. Each job description shall specify how a faculty member's assigned responsibilities will be allocated among teaching, research, and service. Colleges are responsible for ensuring that promotion and tenure evaluation criteria be aligned with official position descriptions.
11. By May 1 of each year, college deans will
  - a. Send a confirmation to Office of the Provost documenting that all college faculty have received an annual evaluation.
  - b. Send an electronic copy of the position description ("Page 2") to Payroll for inclusion in Faculty Contract of Employment.
12. This procedure is based on the following: [NDSU Policy 352](#), [NDSU Policy 332](#), [NDSU Policy 350.1](#), and [N.D.C.C. 54-06-21](#).

[NDSU Policy 352.](#)

1.3 Colleges are responsible for ensuring that promotion and tenure evaluation criteria be aligned with official **position descriptions**.

2.2. ... a candidate **demonstrates quality of teaching ... by providing evidence and information from multiple sources** such as: ...student, peer, and client evaluation of course materials, expertise, and ability to communicate knowledge (note that **student ratings of instruction, by themselves, are insufficient evidence of teaching effectiveness**)...

4.3 **All full-time faculty will be reviewed annually.**

4.6 Periodic reviews shall result in a **written report to the faculty** member being reviewed. The report shall state **expectations and goals for the coming review period**.

4.7 **Annual reviews of tenured faculty** shall include an evaluation of the faculty member's performance relative to the current position description. For Associate Professors, **annual reviews must include specific recommendations to strengthen the case for promotion**. Annual reviews of Professors must recognize and reinforce areas of strength, as well as discuss areas of weakness and recommend improvements.

4.8 The faculty member being reviewed shall have **14 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**.

[NDSU Policy 332.](#)

1.1 Four guiding principles are emphasized in this policy concerning the purpose of assessment of teaching effectiveness: ... (3) to utilize a **holistic approach that triangulates** the measurement of teaching effectiveness; and (4) to **minimize possible forms of bias** such as student motivation and student or instructor demographics.

1.4.1. The triangulation approach to measuring **teaching effectiveness should include data collected from the instructor, students, and peers**.

[NDSU Policy 350.1.](#)

3. c) Eligibility for tenure requires a **probationary** period of six years of continuous academic service to the institution, during which the **faculty member is evaluated at least annually** according to an evaluation process designed to foster continuous improvement.

4. 12.v. An **annual written evaluation** will be completed by the department Chair/Head [for Research Faculty].

4. 13. ii. An **annual written evaluation** will be completed by the department Chair/Head [for Professors of Practice].

5. For a faculty appointment, **the contract consists** of the letter offering the position, **the annual notice of renewal terms, the current job description** of the individual faculty member, and the current policies and procedures of NDSU and the State Board of Higher Education. **The department chair or head of an academic unit will ensure that all faculty have job descriptions that are periodically reviewed and updated. Each job description will be signed by the Dean, the Chair or head of the academic unit, and the faculty member and filed in the faculty member's official personnel file. Each job description shall specify how a faculty member's assigned responsibilities will be allocated among teaching, research, and service which will determine the weight to be given to each area of responsibility for tenure, promotion, and continuing evaluations.**

6. ...Institution procedures shall provide for **annual evaluation of all full-time faculty. The procedures shall include provisions requiring that evaluations are completed in a timely and appropriate fashion** and that the institution takes appropriate remedial action in response to unsatisfactory evaluations. **Evaluation criteria shall relate to a faculty member's duties and goals** and be appropriately weighted in accordance with the terms of the faculty member's contract. **Evaluations of all teaching faculty must include significant student input.**

**N.D.C.C. 54-06-21. Public employee personnel records - Administration - Access.**

The official personnel file on each employee is the **file maintained under the supervision of the agency head or the agency head's designated representative.**

1. No documents that address an employee's character or performance may be placed in the file unless the employee has had the opportunity to read the material. The employee must acknowledge that the employee has read the material by signing the actual copy to be filed or an attachment to the actual copy to be filed, with the understanding that the signature merely signifies that the employee has read the material to be filed and does not necessarily indicate agreement with its content. If the employee refuses to sign the copy to be filed, the agency head or the agency head's designated representative shall indicate on the copy that the employee was shown the material, was requested to sign the material to verify that the material had been read, and that the employee refused to sign the copy to be filed. In the presence of the employee and a witness, the agency head or the agency head's designated representative shall sign and date a statement verifying the refusal of the employee to sign the copy to be filed. The material must then be placed in the file.
2. The employee has the right to answer any material filed and any answer must be attached to the file copy. The employee's answer to material filed may not be used as the basis for any subsequent adverse personnel action. If any material is found to be without merit or unfounded through an established grievance procedure, it must be immediately removed from the file and may not be used in any subsequent actions or proceedings against the employee.
3. The employee or the employee's designated representative must be permitted to examine the employee's official personnel file by appointment during normal business hours.
4. No anonymous letters or materials may be placed in the employee's file.
5. The employee must be permitted to reproduce at the employee's expense any material in the employee's file.
6. An employee may file a grievance regarding nonevaluation material placed in the employee's personnel file. A grievance is limited to an internal agency grievance unless such material is merged into a disciplinary proceeding.
7. This section does not prohibit administrators from maintaining written notes or records of an employee's performance separate from the personnel file for the purpose of preparing evaluations or possible disciplinary action.
8. Administrators are encouraged to place in the employee's file information of a positive nature, including any such material received from outside competent and responsible sources, indicating special competencies, achievements, performances, or contributions of a professional or civic nature.

Except when the employing agency inserts only salary, insurance, medical, tax, workforce safety and insurance, pretax benefits, or deferred compensation information or employment forms, a record of access must be maintained by the employing agency and must be provided to the employee when the employee examines the employee's file. As used in this section, the term "public employee" means any person employed by the state and does not include persons employed by any political subdivision of the state.