

EVALUATION PROCESS AND PROCEDURES

A formal evaluation will be conducted annually for tenured and non-tenured faculty. The evaluations are to be completed by February 15 each year.

An additional evaluation procedure will be followed for first-year faculty, one that includes justification for course release time in association with Faculty Academy participation and other first-year teaching obligations. First-year faculty goal-setting will be mutually agreed on between the Division Chairperson and the faculty member by September 15.

Timeline:

September 15: Division Chairpersons will provide each faculty member in his/her Division with a complete set of all evaluation materials. The Division Chairperson and the faculty member will set a date for an individual conference, as needed.

October 15: The faculty member will submit his/her goals and self-evaluation to the Division Chairperson. Faculty members' goals should be related to and consistent with the mission, philosophy and goals of the Division, the College and the University System of Georgia. Goals should be specific, observable, relevant, attainable, realistic, measurable and evidence-based. Both short (accomplished within a month to a year) and long (accomplished within two to three years) range goals are encouraged.

October 15-January 30: During this time period, formative and evaluative conferences will be held to discuss faculty goals, timetable for goals, goal accomplishment to date, classroom evaluation, student evaluations, faculty self-evaluation, Division Chair evaluation, and the summary conference form.

February 15: The Division Chair will submit all evaluation materials to the Vice-President for Academic Affairs.