

Annual Faculty Evaluation Procedures for Full-time Faculty
Department of Mathematics and Statistics
Revised January 10, 2014

I. Student evaluation of teaching

Near the end of each semester and summer session, student evaluations are conducted in every class (for exceptions see the Faculty Handbook) using the online IDEA evaluation instrument. The IDEA Center provides normed summary ratings adjusted for five factors beyond the direct control of the instructor: work habits, course motivation, size of class, course difficulty, and student effort. Also provided are research-based insights on actions that might be taken to improve teaching. These reports are transmitted to the faculty member and department chairperson (or appropriate supervisor), together with a comparison to The IDEA Center's national database. Each February IDEA reports for all full-time department faculty are provided to the Evaluation Committee.

II. Peer evaluation of teaching, scholarship, faculty engagement, professional development, research, and service

A. Purpose

The primary purposes of annual peer evaluation of full-time faculty in the Department of Mathematics and Statistics are to:

- Provide the basis for the award of annual merit raises, and
- Establish a documented record of professional performance for the purposes of reappointment, tenure, promotion and post-tenure review decisions.

Secondary purposes are to:

- Collect information for the departmental annual report to the Dean of the College of Arts and Sciences,
- Create a source of supporting information for faculty award applications,
- Serve as a means to offer constructive peer feedback on performance, especially in areas of potential improvement,
- Provide an opportunity for every full-time faculty member to become more familiar with their colleagues' professional activities, and
- Inform program assessment by documenting faculty publications, conference presentations, grants awarded, theses directed, etc.

B. Procedures

1. During the first week of the spring semester, each faculty member begins preparing a report of his or her activities for the previous calendar year on the departmental Faculty Activity Report form. Supplementary information is electronically filed along with the completed Faculty Activity Report in a shared folder on the Sammy file server by February 10.

2. Peer evaluations of each faculty member are done by the Evaluation Committee. The Committee will hold an organizational meeting before February 10 to prepare for the evaluation process. Each faculty member's completed Faculty Activity reports, supplementary materials, and IDEA reports will be made available to the Evaluation Committee so the Committee can begin its work by February 15. The Evaluation Committee writes its evaluations as described in Section D below and then submits its report to the department chair by March 31. (Evaluations of the chair are given to a departmental secretary for submission directly to the Dean of the College of Arts and Sciences.)

C. Department chair's summary evaluation of faculty

1. Taking into consideration the evaluations of the Committee, the chair prepares a summary evaluation of every faculty member, which includes as appendices, the verbatim evaluation in each of the three areas by the Evaluation Committee. The chair's summary will include a narrative of the faculty member's overall performance, a rating in each of the three evaluation areas using the same scale and verbal characterizations used in the rubrics, and a single summary numeric rating using the same scale and verbal characterizations used in the rubrics. The chair's evaluation will be completed by May 1 and at that time the chair also announces the departmental distribution of the chair's evaluation ratings, as well as the Committee's rating distributions in each of the three evaluation areas, and a description of the algorithm used to determine the final rating. Each faculty member receives a written copy of the chair's summary evaluation and has until May 15 to discuss the evaluation with the chair and to submit supplementary information or rebuttal to be included with the evaluation.
2. The chair's summary evaluation of each full-time faculty member along with any supplementary information or rebuttal submitted by the faculty member is sent to the Dean of the College of Arts and Sciences.

D. The Evaluation Committee

1. Overview.

The Evaluation Committee consists of 7 faculty members appointed for a one-year term by the department chair at the beginning of the academic year. Full-time faculty may declare preferences for membership on the Evaluation Committee at the beginning of each fall semester when all other committee assignments are made. Members are publicly known, and announced with all other departmental committee assignments. The department chair also appoints the convenor of the Committee.

2. Membership.

All tenured and non-tenured tenure-track faculty, except the department chair, who have been employed in the department for at least one year shall be eligible.

Two members of a given Committee, not including the convenor, shall be selected to serve on the Committee in the subsequent year. No one shall serve on the Evaluation Committee for more than two consecutive years, or more than two years in any four-year period. The Committee shall contain at least one non-tenured faculty member (if possible) and at least two senior members.

3. Duties.

The Committee evaluates every full-time faculty member in each evaluation area, including the members of the Committee, who recuse themselves when they are evaluated. After each member familiarizes oneself with all Faculty Activity Reports, the Committee works as a group—not independently—to arrive at a single evaluation for each faculty member in each of the three categories: teaching, research and service. This evaluation shall consist of several sentences characterizing the performance of the faculty member in each evaluation area, a rating of 1 to 4 in each subcategory of the evaluation area, and a single number (not necessarily the average of the subcategory ratings) between 1 and 4 arrived at by the use of the relevant evaluation rubric and consideration of the relative evaluations of all full-time faculty in each evaluation area. The Committee submits its evaluations to the department chair, except for the evaluation of the department chair, which is sent directly to the dean. The Committee's role ends after submission of its report to the chair, except for responding to questions from the chair. The evaluations become, in their original form, part of the department chair's annual evaluation of each faculty member. The department chair announces the distribution of numerical evaluations in each area submitted by the Committee.