

Search



USG INSTITUTIONS

INFORMATION FOR

POLICIES &amp; REPORTS

DIVISIONS

ABOUT

no further requirements other than the written notification will be applicable in considering the employment relationship during the provisional period of a renewable appointment. (BoR Minutes, October 2008)

## 8.3.5 Evaluation of Personnel

*(Last Modified on December 2, 2009)*

### 8.3.5.1 Faculty

Each institution shall establish definite and stated criteria, consistent with Regents' policies and the statutes of the institution, against which the performance of each faculty member will be evaluated. The evaluation shall occur at least annually and shall follow stated procedures as prescribed by each institution. Each institution, as part of its evaluative procedures, will utilize a written system of faculty evaluations by students, with the improvement of teaching effectiveness as the main focus of these student evaluations.

The evaluation procedures may also utilize a written system of peer evaluations, with emphasis placed on the faculty member's professional development. In those cases in which a faculty member's primary responsibilities do not include teaching, the evaluation should focus on excellence in those areas (e.g., research, administration) where the individual's major responsibilities lie. Institutional policies and procedures shall ensure that each faculty member will receive a written report of each evaluation and that the results of the evaluation will be reflected in the faculty member's annual salary recommendations. Institutions will ensure that the individuals responsible for conducting performance evaluations are appropriately trained to carry out such evaluations (BoR Minutes, 1979-80, p. 50; 1983-84, p. 36; May, 1996, p. 52).

Each institution shall conduct in-depth pre-tenure reviews of all faculty in their third year of progress toward tenure. The criteria established for promotion and tenure, emphasizing excellence in teaching, shall be used as the focus for these reviews. The institution shall develop pre-tenure review policies, as well as any subsequent revisions (BoR Minutes, April 1996, p. 39-47; May 1996, p. 52; February 2007).

### 8.3.5.2 Graduate Teaching/Laboratory Assistants

Institutions employing graduate teaching and/or laboratory assistants shall develop procedures to:

1. Provide appropriate training to support and enhance these assistants' teaching effectiveness;
2. Conduct regular assessments, based on written procedures and including results of student and faculty evaluations, of each assistant's teaching effectiveness and performance; and,
3. Assess competency in English and, if needed, provide training in English language proficiency.

### 8.3.5.3 Senior Administrators

Senior administrators shall be evaluated by the administrator's supervisor, using a performance management instrument which emphasizes:

1. Leadership qualities;
2. Management style;
3. Planning and organizing capacities;
4. Effective communication skills;
5. Accountability for diversity efforts and results; and;
6. Success at meeting goals and objectives.

All senior administrators shall be evaluated by their subordinates (one level down) at least once every five (5) years. Evaluation results will be the basis for the senior administrator's development plan.

### 8.3.5.4 Post-Tenure Review for Tenured Faculty and Administrators

Each institution shall conduct post-tenure reviews of all tenured faculty members. Each faculty member is to be reviewed five (5) years after the most recent promotion or personnel action, and reviews shall continue at five-year intervals unless interrupted by a further review for promotion.

Administrators who have tenure and who also have some teaching responsibilities will not be subject to post-tenure review as long as a majority of their duties are administrative in nature. At such time as an administrator may return