

### Conversation Guide for Faculty Evaluations

One first step towards productive faculty evaluation is the conversation between the faculty member and the Associate or Assistant Dean. Together the faculty member and the dean should focus on developing a deeper understanding of the contributions each faculty member makes to student learning, the department, and the institution. Instead of taking a rigid and prescriptive approach using a checklist, faculty and deans may choose to use the 3-year professional development plan, as well as the Faculty Values Statement, to guide this portion of the discussion.

- The primary component of a faculty evaluation is the Summary Evaluation Report (SER)
  - The SER for tenured faculty consists of the summary report, the classroom or non-instructional observation, aggregated student feedback, and other factors provided by the faculty member in conversation with the dean.
  - The SER for tenure track faculty consists of the summary report, the classroom or non-instructional observation, aggregated student feedback. In addition, the SER may include items provided in conversation with the dean and/or items shared as part of a tenure portfolio in areas including: demonstrated teaching ability; creative achievement; academic integrity; and professional service to the College.
- The process begins with a conversation between a dean and faculty member and should include:
  - Agreement on semester and class to be observed, including the 24-hour window for online classes if appropriate.
  - Agreement on class in which student evaluations will be distributed and collected (usually the course observed).
  - Discussion of additional contributions to the College to be considered and referenced in the SER. There may also be discussion regarding the relevance or need for self-evaluation and/or peer observation.
  - Discussion between faculty and tenure track faculty of items and suggestions for tenure portfolios.

At the conclusion of the pre-evaluation meeting there should be agreement between the faculty member and the dean as to the scope of the evaluation.

- The faculty evaluation process ends with another conversation between the dean and faculty member to include:
  - Discussion of final SER including all components. Final signatures of faculty member and dean collected and copies of all documents are sent to Human Resources Information Services (HRIS).
  - If appropriate, agreement on revisions to the professional development plan.