

Senate Policy No. 526
VI. Procedures for Performance Review and Periodic Evaluations
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For the probationary years in which a formal performance review for retention is not conducted, there will be a less formal, less substantive evaluation, called a periodic evaluation. Normally, periodic evaluations shall occur during the first, third, and fifth probationary years.

1. Periodic evaluations shall be conducted by the following levels of review, in succession:
 - a. Department RTP Committee
 - b. Department Chair (if he/she chooses to include a separate evaluation)
 - c. Academic Dean (or appropriate academic administrator)
2. In general, the Department RTP Committee shall be the same Committee used to conduct performance reviews of RTP candidates within the Department.
3. For the periodic evaluation, faculty shall submit a Periodic Evaluation Faculty Activity Report (Appendix H), to the office of the Provost / VPAA for custody purposes.
4. For all periodic evaluation candidates whose primary academic assignment is teaching, the Department RTP Committee shall conduct at least one peer observation of the candidate's teaching. A member of the Committee will observe the candidate during a teaching session and complete a Classroom Visit Report (Appendix E). The candidate shall include a copy of the Classroom Visit Report in his/her WPAF for his/her next Performance Review.
5. Each reviewing entity shall fill out and sign the appropriate area on the Periodic Evaluation Form (Appendix I), providing brief comments on how the faculty member is progressing toward their next performance review. The Periodic Evaluation Form and Periodic Evaluation Faculty Activity Report shall then be forwarded to the next level of review.
6. The periodic evaluation shall not culminate in a recommendation for retention. The purpose of the periodic evaluation is to provide the candidate with an evaluation of how they are progressing toward their next performance review and how they might make specific improvements.
7. The completed Periodic Evaluation Form shall be added to the candidate's PAF. Copies of the completed form shall be sent to the candidate, all reviewing entities, the Provost / VPAA and the President. Candidates shall include a copy of the Periodic Evaluation Form and associated Periodic Evaluation Faculty Activity Report in their WPAF for their next performance review.