

Department of Philosophy and Religion

Criteria for Faculty Evaluation

Fall 1997

Personnel Advisory Committee

A. Composition of Committee

The committee will constitute itself annually by cast ballot of all full-time members of the department, as stated in the Faculty Handbook. The committee shall consist of at least four members (excluding the department head). In cases where the candidate would come under the guidelines for Affirmative Action (e.g. female, minority), at the candidate's discretion, every effort will be made to include a representative from the appropriate group on the PAC, even if it means going outside the department to do so.

- B. Voting Percentages: The specific percentages presently suggested will need to be redefined to reflect the number of members on any given PAC. The spirit of the percentage recommendations is to require a strong majority. (e.g. three out of four), but not necessarily unanimity.

VOTING PERCENTAGES:

Tenure recommendations will be made by tenured members of the PAC, seventy-five percent of whom must agree before tenure can be recommended.

Promotion to Associate Professor will require that seventy-five percent of PAC members agree on an exceptional rating in one of the criteria and satisfactory ratings in the others before promotion can be recommended.

Promotion to the rank of Professor will require that seventy-five percent of PAC members agree on an exceptional rating in two of the criteria, one of which must be teaching, and a satisfactory rating in the other before promotion can be recommended.

C. Procedures

1. ALL VOTES OF THE PAC SHALL BE BY CAST BALLOT. Ballots will be routinely provided and every effort made to ensure the confidentiality of the votes of individual faculty members.
2. All members of the PAC will adhere to a strict code of professional ethics regarding the confidentiality of deliberations on all matters under their consideration.

3. PAC evaluations for tenure and/or promotion shall be submitted to the dean by November 15 with an information copy to the department head.
4. Faculty members who intend to become candidates for promotion should give formal (written) notice to the department head in the spring semester before the fall semester in which the evaluation will take place, and submit materials for consideration. These will normally include the student evaluations for the spring semester. The department head will then notify the chair of the PAC of the faculty member's intention.

Faculty Evaluation Criteria

The following lists of indicators are not considered exhaustive. On the other hand, it would be a rare candidate who demonstrated excellence in all items. The criteria are meant to serve as indicators of achievement for both candidate and committee. The following items constitute a list only and do not generally imply a ranking in order of importance; however, they do constitute a list of items which will normally be considered. They are not intended to be applied mechanically, but will provide some general guidelines in the evaluation process.

General Considerations:

In each of the three areas, teaching, scholarly achievement, and service, the candidate will be evaluated as exceptional, satisfactory or unsatisfactory.

As approximate guidelines, the following definitions are offered:

“Exceptional” – Consistent above average achievements over a number of years, especially as shown by those items below marked “Indicators of Exceptional Performance.” The sum effect of professional activities, in terms of both quality and quantity of effort and achievement in an area over the period being reviewed, is considered by the PAC to be indicative of a strong commitment to excellence.

“Satisfactory” – Shall be understood to include a full-time commitment to his or her professional responsibilities and represents consistent achievements over a number of years that demonstrate professional competence but not distinctiveness, especially as shown by those items below marked “Indicators of Satisfactory Performance.” The sum effect of professional activities for the period and area being reviewed is considered by the PAC to be at least the minimal for being regarded as acceptable, but not yet indicative of a sustained achievement of excellence, in either quality or quantity.

“Unsatisfactory” – The candidate is deemed to have a serious deficiency in either quality or quantity of effort or achievement in the area and period being reviewed.

I. TEACHING:

The following sources of evidence may be consulted along with any others the committee requests:

Student evaluations – Representing a good sampling of both upper and lower level courses over the whole period under review; but especially complete for the past two years.

Questionnaires, letters, and other responses sought by the PAC from recent graduates and other evidence which supports the contention that the students have learned well.

Syllabi and reading lists

1. Performance in the Classroom

Indicators of Exceptional Performance

- A. Inspiring students intellectually, gaining their respect and admiration.
- B. Worthwhile innovations in course development/revision or in teaching methods (including computer assisted instruction)
- C. Positive attitude towards students, as evidenced by receptiveness to questions, good student-faculty rapport, and availability outside class
- D. Worthwhile involvement in experimental courses and/or interdisciplinary offerings
- E. Effectiveness in meeting course objectives

Indicators of Satisfactory Performance

- A. Clarity of major objectives in courses taught
- B. Commitment to assigned classes, as evidenced by class preparation, thoroughness of presentation, careful and thoughtful grading and return of papers
- C. Use of teaching resources, such as the library and audio-visual services

2. Performance outside the classroom:

Indicators of Exceptional Performance

- A. Contributions to development of new courses or programs
- B. Demonstrated ability to offer solid courses at both upper and lower division level
- C. Teaching in various types of learning contexts – such as special lectures, seminars in research literature and other topics, techniques courses, discussion groups, independent studies, honors theses.
- D. Major supervision of student projects marked by their distinction (e.g. honors theses, independent studies or internships of notable excellence)

Indicators of Satisfactory Performance

- A. Commitment to effective student advising
- B. Effectiveness in general professional relations with students (providing exposure for students in areas such as professional development and job placement, research, professional organizations, etc.)
- C. Attendance at workshops, conferences, etc. devoted primarily to the enhancement of teaching
- D. Contributions to “outreach” courses
- E. Contribution to general departmental examinations, such as placement examinations and departmental examinations for credit

II. Scholarly Research

The following sources of evidence may be consulted, along with any others the committee may request: copies of published or presented works in progress, references provided by the candidate, other peer reviewers.

1. Research and Scholarly Productivity

Indicators of Exceptional Performance

- A. Scholarly books published by a university or other recognized press
- B. Monographs published by a university press

- C. Textbooks (written entirely or in part by person)
- D. Contributions to scholarly anthologies
- E. Published articles in leading academic journals
- F. Published discussion notes in leading academic journals
- G. Papers presented at international or national academic conferences
- H. Papers published as proceedings of conferences (not counted twice if a publication normally follows presentation or is a matter of course)
- I. Published articles in other peer-reviewed academic journals
- J. Editor or referee for recognized journal or other recognized publication
- K. Published discussion notes in other peer-reviewed academic journals

Indicators of Satisfactory Performance

- A. Book reviews published in leading academic journals
- B. Papers presented at regional or local academic conferences
- C. Papers published as proceedings of regional or local conferences (not counted twice...)
- D. Chair at papers presented at professional meetings
- E. Book reviews published in other academic journals
- F. Books, monographs, papers, etc. in progress
- G. Participation as discussant at regional/state professional meetings
- 2. Professional qualifications and on-going professional development:

Indicators of Exceptional Performance

- A. Receiving awards or other honors for scholarly work
- B. Organizing or presiding at session for national/regional professional meetings

- C. Research or study fellowships granted by a nationally recognized organization

Indicators of Satisfactory Performance

- A. Possession of an appropriate degree and other professional qualifications, as appropriate
- B. Continuing professional development or professional revitalizations through formal course work, workshops, short courses, attendance at professional meetings, etc.

III. Professional Service

The following sources of evidence may be consulted, along with any other the committee may request: lists of committee assignments and letters of commendation for service from committee chairs provided by the candidate, informal evaluations sought by PAC members from committee chair.

Indicators of Exceptional Performance

- A. Service as chair of university committees/commissions/governing bodies
- B. Service as chair of college committees/commissions/governing bodies
- C. Special assignments; or special contributions in the course of normal assignments to the university, college or department
- D. Service as officer of national/regional/state professional organizations
- E. Membership on national or state agency governing boards relevant to one's professional area
- F. Extensive and significant professional consulting work for humanities related educational and non-profit public service organizations
- G. Significant direction of grants for humanities related national/regional/state organizations when such work brings recognition to James Madison University
- H. Conducting workshops, symposia, training sessions relevant to one's professional area

Indicators of Satisfactory Performance

- A. Service as chair of departmental committees/commissions/governing bodies
- B. Service as a member of university committees/commissions/governing bodies
- C. Service as a member of college committees/commissions/governing bodies
- D. Service as a member of departmental committees/commissions/governing bodies
- E. Sponsor/advisor to student organizations
- F. Other related professional service to the community, including consulting for or being a member of a local agency governing board

For Purposes of Annual Evaluations:

Each full-time faculty member shall receive an annual evaluation. Normally, the evaluation will be performed by a department head, but the department head may consult with the Personnel Advisory Committee on any evaluation or the Personnel Advisory Committee may submit recommendations to the department head on any evaluation. In performing annual evaluations, the department head and PAC will be guided by the criteria for faculty evaluation listed above. However, evaluators should adjust their expectations regarding the level of faculty performance to reflect the relatively short time frame for such evaluations. Also, evaluators may recognize and note levels of performance that fall between the merely satisfactory and exceptional.

Normally, merit pay recommendations will be made by the department head. Again, the department head may consult with the Personnel Advisory Committee in making recommendations or the Personnel Advisory Committee may submit recommendations to the department head. It is expected that annual evaluations will constitute the primary grounds for merit pay recommendations by the department head or PAC. If other criteria are to be used, faculty within the department should be notified of this in advance and provided an opportunity to discuss and vote on the appropriateness of the criteria.

