



Office of the Provost

Department of Physics and Astronomy

Faculty Annual Evaluation Guidelines

Approved: 2011

Office of the Provost
James Madison University

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Policy 1003

Department of Physics and Astronomy

Criteria and Standards for Annual Evaluation, Promotion and Tenure

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Annual Evaluations

The Annual Report of Professional Activities will be used as primary data for evaluation but a faculty member may submit additional materials for the evaluation if he or she chooses. Each faculty member's Annual Report of Professional Activities should include material for the year reporting period as defined by the University and normally will be due to the Department Head within two weeks of the end of that period.

The annual evaluation shall consider the performance of the faculty member in the areas of teaching, scholarly achievement and professional qualifications, and professional service. In each of the areas, a faculty member shall be evaluated as excellent, satisfactory, or unsatisfactory. In addition to an evaluation in each of the three areas of performance, the faculty member's overall performance must be evaluated as satisfactory or unsatisfactory. The annual evaluation of an RTA faculty member also must include a recommendation on extending the faculty member's appointment (Faculty Handbook, Section III.E.4.)

Each PAC member will evaluate every physics department member (including the Department Head) in each of the three areas of performance. An evaluation of excellent or unsatisfactory by the PAC will require a justification, whereas an evaluation of satisfactory will not. PAC will report the overall evaluation of each department member in the three areas and report an overall evaluation of each faculty member that will be either satisfactory or unsatisfactory. A dissenting opinion may be given if desired. The PAC will not provide a rank ordering of faculty within any of the categories, nor overall.