

Faculty Senate Resolution #11-94

Approved by the Faculty Senate: November 1, 2011

Approved by the Chancellor: January 19, 2012

Approved by the Board of Trustees: February 24, 2012

[Link to Full Appendix C](#)

Proposed Revisions to the *ECU Faculty Manual*, Appendix C. Personnel Policies and Procedures for the Faculty

Proposed additions are noted in **bold** print and deletions in ~~strikethrough~~.

III. Annual Evaluation

Each faculty member with either a fixed-term, probationary term, or permanently tenured appointment shall **perform his/her duties according to the ECU's *Statement on Professional Ethics* (see Section xxx) and shall** receive annually an evaluation of his/her performance from the unit administrator which shall be based upon current academic year data. The annual performance evaluation of faculty members shall employ the criteria contained in the unit code approved by the chancellor. This annual evaluation shall:

- be in writing;
- be discussed with the faculty member prior to being sent to any other administrator or placed in the faculty member's personnel file; in the case of faculty members with probationary term appointments, a record of this discussion shall be placed in the faculty member's personnel file;
- be signed and dated by the unit administrator and the faculty member, who may attach to the evaluation a concise comment regarding the evaluation. The faculty member has 4 calendar days after receiving the evaluation to attach the statement. The signature of the faculty member signifies that the faculty member has read, but does not necessarily concur in, the evaluation.

The unit administrator shall forward to each faculty member a copy of that member's annual evaluation within ten calendar days of completing the evaluations of unit members.

The evaluation of probationary term and permanently tenured faculty shall be based upon that year's ~~assigned~~ duties and responsibilities (except data from the previous year's Spring semester survey of student opinion) and shall consider:

1. Teaching

The quality of teaching must be evaluated by means of

- a. data from surveys of student opinion, when such data have been gathered in accordance with established procedures of the department or the university which guarantee the integrity and completeness of said data. As part of the effort to evaluate the teaching of faculty members, each unit shall either: develop and use its own instrument(s) as approved by the chancellor to determine student opinion of teaching or utilize the instrument developed by the Committee to determine student opinion of teaching.
- b. formal methods of peer review of new and probationary term faculty, including direct observation of teaching, Methods to be used for this peer review are detailed in [Faculty Senate resolution #93-44](#). The peer review instrument is provided in [Faculty Senate resolution #05-03](#). **The peer review instrument for on-line courses is provided in [Faculty Senate resolution #11-53](#).**
- c. procedures provided for in unit codes;

2. scholarship;
3. patient care;
4. services rendered on department, school, college, and university committees, councils, and senates; service to professional organizations; service to local, state and national governments; contributions to the development of public forums, institutes, continuing education projects, patient services and consulting in the private and public sectors; and
5. other responsibilities as may be appropriate to the assignment.

The relative weight given to teaching, scholarship, and service in personnel decisions shall be determined by each unit code. In no case, however, shall service be weighed more heavily than either teaching or scholarship.

The evaluation of fixed-term faculty members shall be based on their performance of duties as stated in their contracts.