

Faculty Performance Evaluation
Tenure, Promotion, Annual Review, Pre-tenure Review, Post-tenure Review
Last revised 2014

Department of Biology
College of Science
Columbus State University

- Within University System of Georgia and Columbus State University policy, the tenured faculty of the department of biology shall, by majority vote, recommend to the department chair policies for faculty performance evaluation.
- The chair of the department of biology shall be responsible for the implementation of these policies at the appropriate times during each academic year.
- By the vote of a simple majority, the tenured faculty may recommend that the chair alter the methods of implementation in effect.
- Areas of performance evaluated shall be: teaching effectiveness, research or scholarly engagement which may include activities that relate to K-12 teacher preparation or enhance K-12 education, and service to the institution, profession and community.
- The faculty of the department of biology respects and values debate and dissent.
 - The faculty expects that contested decisions shall be made through debate and collegial persuasion.
 - The faculty expects that the vote of the majority shall be considered as a recommendation by the department chair.
 - The faculty expects that once a decision is made, all members of the department shall implement the outcome of that decision until such a time that a majority recommends changing that decision.
- Each of the three areas of performance shall be evaluated at two levels.
 - Satisfactory performance.
 - Excellent performance (performance worthy of consideration for merit pay increases, tenure, and promotion).
- Documentation of performance in each area will be presented in a portfolio, the form of which is prescribed by the College of Letters and Sciences (COLS) Tenure and Promotion Policies document.
<http://cols.columbusstate.edu/COLS%20Tenure%20and%20Prom.php>
 - An updated CV will be included as part of the annual portfolio, the CV will follow the format found in the Faculty Handbook. Under item #10 Professional Activities, grant applications, if listed must indicated; pending, granted or denied
 - Faculty publications, presentations and grants listed under #10a and undergraduate and graduate student publications, presentations and grants should be listed under #10b
- <http://faculty.columbusstate.edu/handbooks/ftfac/appendixia.php#promotion>

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- Each faculty member shall submit an annual performance plan to the department chair.
 - This plan shall cover the three areas (listed in bullet 4 above) of performance.
 - This plan should include a list of goals met from the previous assessment year.
 - This plan shall outline goals for the upcoming assessment year.
 - The department chair shall review this plan and suggest alterations.
 - The faculty member and the chair shall agree on the final version of the performance plan.
 - Should the faculty member and the chair be unable to agree, the tenured members of the faculty shall arbitrate a resolution.
- The performance plan shall be a component of the department chair's annual evaluation of each faculty member.
- Pre-tenure review shall also be based upon annual progress towards achieving goals in the professional development plan.
- Review for tenure, promotion, and post-tenure shall be based upon assessment of composites of sets of annual reviews.
- In addition, evidence of one peer reviewed publication will be necessary for a positive promotion and / or tenure decision.

The Review Standards

- **Teaching Effectiveness**
 - Satisfactory Performance (option 1 = 12 contact hours, option 2 = 9 contact hours, load determined in consultation with the chair)
 - Average instructional load of 12 contact hours* per semester and 3 different course preparations per academic year.
 - Average instructional load of 9 contact hours* per semester and 3 different course preparations per academic year.
 - Department chair and assistant/associate deans shall receive no more than 6 contact hours toward load reduction.
 - Assistant department chair shall receive no more than 3 contact hours toward load reduction.
 - Director of outreach program shall receive no more than 9 contact hours toward load reduction.
 - One peer evaluation per year. Faculty being evaluated may select course and date of peer evaluation. Peer evaluators will use standardized rubric.
 - Documentation that demonstrates continued adherence to policy and review and update of course materials. This may include:
 - Submit course syllabi, including class schedules, course policies (attendance, withdrawal, special needs), and grading policies to the department office by the end of the first week of class (these are available on the departmental P-drive).

- Submit a copy of each final examination to the department office by the end of each semester.
 - Comply with university system and university policy such as attendance, meeting classes, return of graded assignments and examinations. Absence from class must be reported to the department chair, in advance whenever possible.
 - Be reasonably available to students outside class meeting times. (Hold at least 32 hours of office hours per week plus additional time by appointment)
 - Participate collegially, when asked, in research methods, capstone seminar, the faculty symposium, and other team-taught courses.
 - Mentor undergraduate researchers who complete their projects
 - Maintain an appropriate level of rigor in courses taught.
 - Participate competently in student academic advising.
 - Submit student evaluations for 100% of courses taught during an evaluation period with the exemption of courses not meeting the prescribed participation threshold (at least 30% response rate and classes with over 6 students enrolled).
 - A grant application ~~for grant~~ to improve instruction or courses may also be used to document satisfactory performance.
- Excellent Performance (mandatory for successful promotion, tenure or post-tenure review)
 - Teaching more than 14 contact hours per semester shall be considered meritorious unless overtime compensation is paid.
 - Teaching courses with very high credit hour generation for which other compensation is not received
 - Have four or more different course preparations in an academic year
 - Have student evaluations that are judged to be exemplary
 - Have peer evaluations that recognize excellence in teaching
 - Testing or application of documentable innovative instructional methods
 - A finalist for or a recipient of a teaching award
 - Develop an innovative method of course delivery or develop and offer an international course
 - Mentor undergraduate researchers who present their research at a professional meeting or who publish their paper in a juried publication or mentor an unusually large number of students compared to departmental standard
 - Receive grant to improve instruction or courses
 - Other performance benchmarks as agreed upon by a faculty member and the department chair
 - Coordinate laboratories in core or service courses (which can include supervision of part-time faculty who might teach these laboratories)

- Have an unusually heavy advising load (40 or more advisees) compared to department standards or demonstrate other meritorious activity in advising
- **Research and Scholarly Engagement**
 - Satisfactory Performance (teaching load 12 contact hours)
 - A faculty member shall maintain a membership in at least one professional society related to the member's discipline and which publishes a journal.
 - The following will also support satisfactory performance:
 - Submit proposal for research grant or contract
 - Work actively on a funded research project
 - Complete a research project
 - Orally present research findings or a poster at a professional meeting as a second author or mentor
 - Attend a professional meeting of at least one professional society related to the member's discipline and which publishes a journal
 - Attend continuing education courses in discipline
 - Compete for funding to attend meetings and continuing education
 - Other performance benchmarks as agreed upon by a faculty member and the department chair
 - Excellent Performance
 - Receive research grant or contract or receive very good to excellent ranking from external granting agency (NSF, NIH, EPA)
 - Complete research reports to contract agencies
 - Publication of research paper in refereed journal
 - Author a book or book chapter
 - Orally present research findings or a poster at a professional meeting as first author
 - Satisfactory Performance (teaching load 9 contact hours)
 - A faculty member shall maintain a membership in at least one professional society related to the member's discipline and which publishes a journal.
 - Orally present research findings or a poster at a professional meeting at least one per year
 - Publish research in a refereed journal or submit a grant application to an external granting agency every other year
 - The following will also support satisfactory performance:
 - Work actively on a funded research project
 - Complete a research project
 - Attend a professional meeting of at least one professional society related to the member's discipline and which publishes a journal
 - Attend continuing education courses in discipline
 - Compete for funding to attend meetings and continuing education
 - Other performance benchmarks as agreed upon by a faculty member and the department chair

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- Excellent Performance
 - Receive research grant or contract or receive very good to excellent ranking from external granting agency (NSF, NIH, EPA)
 - Complete research reports to contract agencies
 - ~~Publication of research paper in refereed journal~~
 - Author a book or book chapter

- **Service to the Institution, Profession and Community**
 - Satisfactory
 - A faculty member shall serve as a member of at least one active university committee, ~~each year, if available, each year.~~
 - A faculty member shall serve as a member of at least two college and/or departmental committees, if available, each year.
 - The following can also support satisfactory performance:
 - Formally review or edit professional papers or grants
 - Membership on a national, regional or local organization
 - Community service as judged appropriate by the department chair (eg. Science Olympiad, Science Fair, local professional presentations, etc.)
 - Excellent Performance
 - Chair university committee
 - Chair college or department committee
 - Chair of professionally-related committee or board
 - A finalist for or a recipient of a professional service award
 - Leadership role in organizations related to discipline or education in the community
 - Contribute to national activities related to discipline or education
 - Other performance benchmarks as agreed upon by a faculty member and the department chair

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*One hour of lecture or laboratory = one contact hours. If course is team-taught by two instructors (both instructors in class at the same time), one hour of lecture or laboratory = 0.75 contact hours. If course is co-taught by two instructors (one instructor in class at a time), one hour of lecture or laboratory = 0.5 contact hours. (If more than two instructors are involved, the above units can be adjusted accordingly.)

Mentoring of active senior research students = 0.33 ~~credit contact~~ hours per student (until they present their project). Mentoring of active graduate students = 0.66 ~~credit contact~~ hours.

Serving as a reader for senior research students = 0.165 ~~credit contact~~ hours per student.

Serving as committee member for graduate students = 0.33 ~~credit contact~~ hours.

Supervising a graduate teaching assistant = 0.5 contact hours per scheduled laboratory hour. In the case of courses having multiple laboratory sections, contact hour credits for supervising a graduate teaching assistant may only be claimed for one section.