

- 3.7.2** The institution regularly evaluates the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status.
(Faculty evaluation)

Judgment of Compliance

Compliance

Narrative

Albany State University engages in evaluation procedures that are consistent with established Board of Regents' policies [\[1\]](#). The University's faculty evaluation policy is published in the *Faculty Handbook* (see § 205). Each tenured and non-tenured faculty is evaluated at least once per academic year in the areas of teaching, scholarship, and service with professional growth and development considered among these three. Faculty evaluations impact the faculty member's relationship with the University in a number of ways. It aids the faculty member in improving and developing his / her performance as a member of the academic community. It also relates the faculty member's performance to the expectations of the institution. It gives the University an opportunity to assess the future viability of maintaining an employee-employer relationship with the faculty member in terms of continued employment, promotion, tenure, and merit salary increases.

Student Evaluation of faculty

The university uses student evaluations to assist in measuring and improving excellence in teaching. All faculty members teaching undergraduate or graduate courses (full and part-time) undertake the student evaluation process each spring and fall semester. The student evaluation of Faculty Form [\[2\]](#) addresses four components of the course being taught; (1) data regarding the instructor, (2) data regarding the course value, (3) data regarding the physical environment of the classroom, and (4) the overall rating of instructional quality. Student classification and demographics are also included on the evaluation form.

College of Business requires that each faculty member be evaluated for all courses taught during the spring and fall semesters. The remaining three Colleges, Sciences and Health Professions, College of Education, and the College of Arts and Humanities require at least one course undergo the student evaluation, which is the university's minimum standard, however many faculty are evaluated both semesters and in multiple courses. In the case where faculty undergo a student evaluation for a selected number of courses taught, the selected courses for evaluation are determined within the Office of Institutional Research and Planning under the supervision of its Director.

Faculty who teach online courses must also undergo a student evaluation. Online courses utilize an online version of the same student evaluation form that is used for face-to-face courses, with additional questions that apply to the technology medium used to deliver the online course [\[3\]](#).

The student evaluation of faculty process is approved by the faculty senate under the Faculty Senate Constitution and By-Laws; By-Laws ARTICLE II, Organization of the

Senate, Section F, Committees of the Faculty Senate, f, Evaluations Committee. The Evaluations Committee is a standing committee of the Faculty Senate, which determines when, how, and what courses and other academic instructional activities will be evaluated as a means of strengthening best practices in the instructional processes and course offerings. However, the Office of Institutional Research and Planning under its Director, who holds membership on the Senate Evaluations Committee, is responsible for conducting the student evaluation process, which includes dissemination, collection and analysis of the evaluation. The analysis of the four components of the evaluation form is rated on a scale from zero to five, with five being the highest. The results of the analysis of the four components of the student evaluation form are recorded on the Evaluation of Faculty Report [\[2\]](#), which is forwarded to each College Dean for dissemination to each department chairperson for follow-up consultation with each faculty member. Original forms and documentation of student evaluations are maintained in the Office of Institutional Research and Planning under the supervision of its director.

Annual Supervisory Evaluation of faculty

Albany State University adheres to the Board of Regents of the University System of Georgia Academic Affairs Handbook, Section 4.08, and Evaluation of Faculty [\[4\]](#). The Annual Department Chair's Evaluation of faculty [\[5\]](#), is used to further document excellence in teaching and other demonstrated competencies and achievements by faculty members. The annual chair's evaluation of faculty is conducted by department chairpersons during the spring semester of each academic year as a measure to continuously determine faculty competencies and achievements that contribute to effective teaching and student learning outcomes. The instrument evaluates the level of faculty productivity in four categories: Teaching; Research and Scholarship; Service to the Department, College, University and Community; and Professional Development. The Annual Department Chair's Evaluation of faculty identifies and documents strengths and weaknesses in a faculty member's competencies, effective teaching performance, and professional development.

Each faculty member of a department establishes goals and objectives during the month of September of each academic year. Additionally, each faculty member completes a self-evaluation report and submits it to the department chairperson prior to March 1 of each academic year. Some colleges require the submission of an annual portfolio by the faculty which contains supporting data for the evaluation. The chair reviews and makes an assessment of the self-evaluation report and agrees on a final evaluation score in consultation with the faculty member prior to April 1. During the consultation with the faculty member the chair points out the faculty member's strengths and weaknesses and makes suggestions to the faculty member for enhancing instruction, professional development, and overall effectiveness as faculty member. Each faculty member is provided an opportunity to add any desired comments to the Annual Chairperson's Evaluation Form prior to signing the form. Copies of the evaluation, and portfolios where applicable, are maintained in the department chairperson's office and in the office of the dean of the respective College. The original evaluation form resides in the office of the Vice President for Academic Affairs.

Post Tenure Review

The third measure for continuous documenting of excellence in teaching and other demonstrated competencies and achievements that contribute to effective teaching is the Post-Tenure Review Evaluation process [6]. In accordance with the Board of Regents Academic Affairs Handbook, Section 4.08: Evaluation of Faculty; Policy Section 803.07 Evaluation of faculty [1], Albany State University conducts post-tenure reviews of all tenured faculty members. The purpose of the Post-Tenure Review is to examine, recognize, and enhance performance of tenured faculty members and takes into account that faculty members might have different emphases at different points within their professional careers.

The Post-Tenure Review evaluates faculty performance against levels of performance in four critical areas as specified in the annual Performance Evaluation Form. These critical areas are as follows: (1) Teaching effectiveness, (2) Scholarly endeavors, (3) Professional growth and scholarly activities, and (4) Service to the institution and broader community.

During April of the spring semester, the Vice President for Academic Affairs publishes a list of tenured faculty members who will undergo the Post-Tenure Evaluation Process during the following academic year. Faculty members are selected by the Vice President for Academic Affairs based on the issuance date of their tenured contract. The faculty submits a portfolio which includes a reflective narrative that addresses the faculty member's achievements in the areas of teaching, scholarly contributions, professional development, and service to the university and community. The review process is described in detail in the Albany State University Post-Tenure Review Policy [6].

SUPPORTING DOCUMENTATION

- [1] [Board of Regents Policy Manual, § 803.07](#)
- [2] [Student Evaluation of Faculty](#)
- [3] [Online Student Evaluation of Faculty](#)
- [4] [Handbook, Section 4.08, Evaluation of Faculty](#)
- [5] [Annual Supervisory Evaluation of Faculty](#)
- [6] [Post Tenure Review Policy](#)