

## COLLEGE OF LIBERAL ARTS

### Evaluation/Review for Tenured/Full-Time Probationary Faculty

#### University Annual Evaluation of Faculty

(<http://www.marshall.edu/academic-affairs/> and select "Faculty Resources")

Faculty Senate Resolution 93-94-3

Approved

Criteria, Standards, Evidence:

All full-time probationary and tenured faculty are required to complete the Annual Report of Faculty Members form. Copies of the form and procedures are available in the academic deans' offices and online at the address listed above.

Professional Growth Plans:

All full-time probationary and tenured faculty are required annually to complete the Planning Page for Faculty Job Performance.

**The sequence leading to the notification of first year faculty of their retention for a second year** (notified by March 15) should be adjusted to permit department chair's evaluation to be submitted after the end of the first semester (usually February). This change will provide for student evaluations and consideration of a full semester's work by the faculty member. The Planning Page for the next semester must be submitted at that time.

**A second evaluation of first year faculty should be conducted at the end of the first year (usually November), with recommendations for improvement based on the entire year's performance.** A copy of the last semester's Planning Page and the current year's Planning Page must be submitted at that time.

**THIRD YEAR REVIEW: A formal evaluation of progress toward tenure should be conducted during the third year of employment.** (usually April). A copy of the Planning Page for the previous year and the Planning Page for the current year must be submitted at that time.

**The Third Year Review file should be prepared according to the College of Liberal Arts guidelines for applications for promotion/tenure.**