Marshall University College of Science
Policy No. COS-Fac-09
Faculty Annual Evaluation Policy

Effective Date: Jan 1, 2023

1.0 Tenured and tenure-track faculty at Marshall University are expected to maintain activity in all three areas of faculty responsibility: teaching, research, and service. However, the balance of activity between the three areas is not expected to be equal for every person. Term faculty are assigned primarily to teaching and related activities, although other service may be included in response to faculty interest and aptitude and department needs. This policy is intended to provide guidance for annual faculty self-evaluations, supervisor evaluations, and planning pages.

2.0 Faculty will be evaluated according to the criteria in **MU BoG Policy AA-22, Annual Evaluation of Faculty** and **AA-21 Faculty Workload**, **COS-Fac-04: Faculty Workload Assignments**, related departmental policies, and expectations set forth in contracts.
  2.1 Faculty are to be evaluated in the three categories used for promotion and tenure:
    2.1.1 Teaching and Advising
    2.1.2 Research, Scholarship, and Creative Activities
    2.1.3 Service and Professional Development.
  2.2 Faculty evaluations must use the following summary labels, the definitions for which are in **MU BoG Policy AA-22, Annual Evaluation of Faculty**:
    2.2.1 Exemplary
    2.2.2 Professional
    2.2.3 Needs Improvement
  2.3 Evaluations must contain a narrative in support of the summary labels, sufficient to understand why that label is appropriate for each area. Narratives may include quantitative measures of performance, but the narrative must also qualitatively describe the merits and/or shortfalls during the evaluation period.
  2.4 Evaluations must consider the amount of effort a faculty member has expended in any area, for example, reassigned time to work on research should factor into the Research, Scholarship, and Creative Activities evaluation.
  2.5 Any Needs Improvement label must be accompanied by an improvement plan.

3.0 Faculty must enter all activities in support of their annual evaluations, and upload supporting documentation, to Digital Measures. The due date will be set by the College of Science annually.
  3.1 This policy is written with the understanding that Digital Measures is not currently set up in full alignment with the evaluation criteria established above. For example, professional development activities related to teaching are filed in digital measures under General Information -> Faculty Development Activities Attended. However, we do not evaluate faculty professional development directly, either annually or for Promotion and Tenure, and so this activity should contribute to the faculty member's Teaching and Advising evaluation.
  3.2 Departments should establish policies for categorizing any activities specific to their faculty, that do not fall easily under pre-existing categories in Digital Measures.

4.0 A faculty annual evaluation is specific to a calendar year and will not be directly linked to Promotion and Tenure decisions. Promotion and Tenure decisions are based on the total of a faculty member's performance over the entire P&T evaluation period.
  4.1 Faculty members should work separately with their chair, mentors, departmental committees, or other appropriate individuals, to ensure they are on track for tenure and/or promotion in line with College of Science guidelines.
  4.2 While annual evaluations are not directly linked to Promotion and Tenure, they should maintain a similar framework. **CoS-Fac-07 Promotion and Tenure** outlines activities that are to be included under each of the

three evaluation categories. Faculty should include the same activities under each evaluation category for annual evaluations.

5.0 Planning Page Data must be filled in and agreed upon by the faculty member and their department chair.

5.1 The "Planning" page must have weights in the "Scholarly and Creative", "Teaching and Advising", and "University Service" categories. If departments and faculty wish, service can be further subdivided into "Professional Service" and "Community Service", but this is not required, and placing all service under the single "University Service" category is acceptable, as it will align well with the Service and Professional Development category used for annual evaluations and Promotion and Tenure. Leave the "Administration", "Professional Development & Recognition", and "Librarianship" categories blank. **MU BoG Policy AA-21, Faculty Workload** states that the university will determine and publish a list of minimum and maximum allowable ranges of effort for each of the three faculty areas of responsibility.

5.1.1 Ranges set in September 2022

5.1.1.1 Teaching (or Librarianship for Library Faculty): **40-60%**

5.1.1.2 Scholarship and Creative Activities: **30-50%**

5.1.1.3 Service (combination university, professional, and community): **10-30%**

5.1.1.4 Note: The percentage each faculty member assigns to each area of responsibility must add to 100%.

5.2 The "Anticipated Activities" page must have text in support of the weights assigned on the "Planning" page. It must also contain a narrative indicating the requirements to achieve Exemplary or Professional labels during the next annual review.

5.3 Any Needs Improvement labels must have an Improvement Plan outlining what will be needed to return to a minimum of professional level activity.

6.0 Annual procedure

6.1 Faculty Member – by the due date set by the College of Science, will enter all activities and upload supporting documentation to Digital Measures, then complete their Self Evaluation, and Planning Page Data according to the criteria above. They will then notify their department chair.

6.2 Department Chair - by the due date set by the College of Science, will review faculty materials and write a Supervisor Evaluation, including narrative evaluations and labels according to the criteria above. Chairs will contribute to Planning Page Data for the following year, with the goal of reaching an agreement.

6.2.1 If agreement between chair and faculty on planning page data is not possible, the disagreement can be taken to the Dean who will arbitrate and render a decision if needed.

6.3 Dean - by the due date set by Academic Affairs, will review evaluation and planning data.