What IS faculty evaluation?
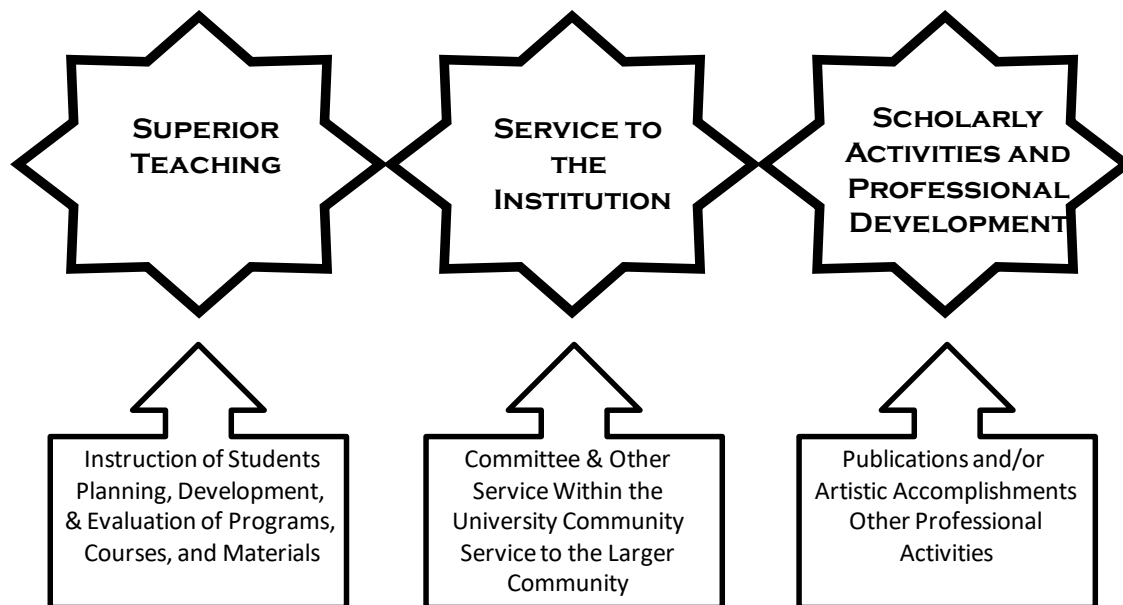
Each faculty evaluation measures the three elements indicative of faculty excellence:

SUPERIOR TEACHING	SERVICE TO THE INSTITUTION	SCHOLARLY ACTIVITIES AND PROFESSIONAL DEVELOPMENT
Instruction of Students Planning, Development, & Evaluation of Programs, Courses, and Materials	Committee & Other Service Within the University Community Service to the Larger Community	Publications and/or Artistic Accomplishments Other Professional Activities

These elements are evaluated by a means of a faculty portfolio, assembled by the faculty member at a designated time in a designated way and submitted to the Department Chair, then (as appropriate) to review committees composed of elected faculty.
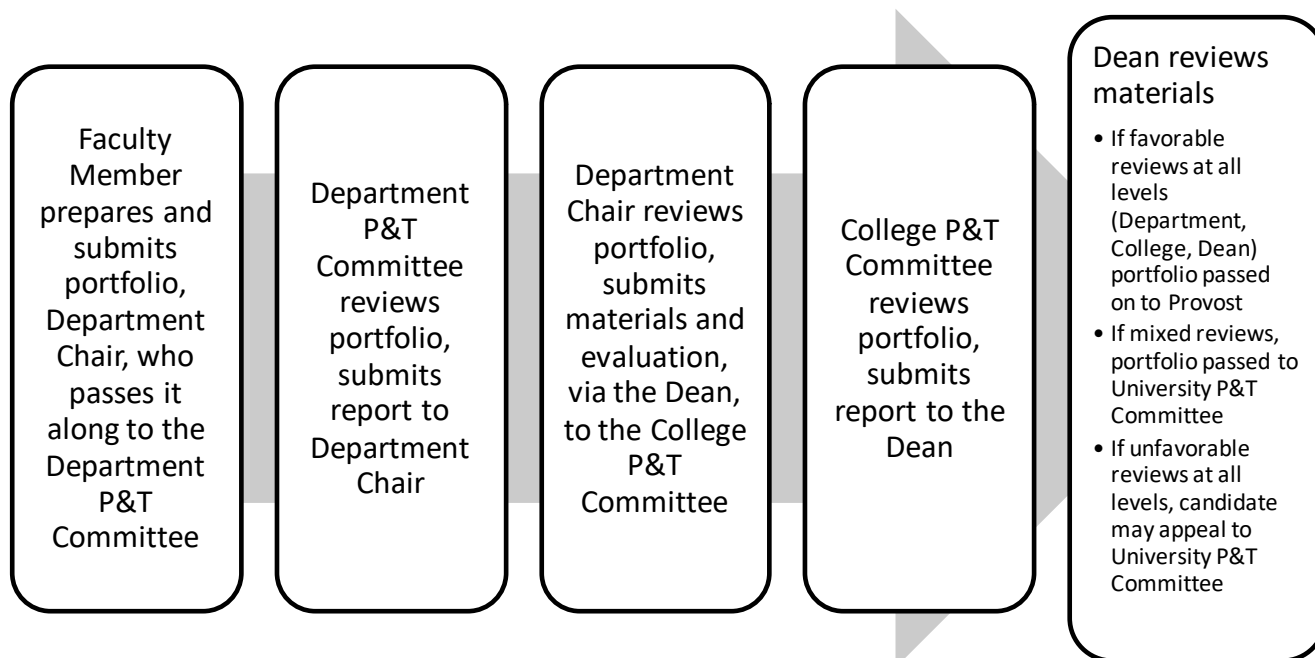
When is the faculty evaluation done?

Annual evaluations occur at the start of each calendar year (in January) for every full-time faculty member. Annual evaluations are conducted by the Department Chair and are based on a portfolio of activities done since the preceding annual evaluation.

In addition to these annual evaluations, faculty in tenure-track positions have cumulative performance evaluations for promotion and tenure, scheduled as follows:

Timeframe	Type of Review
January of 3rd academic year on tenure track	Pre-tenure review
August of 5th academic year on tenure track	Initial opportunity for tenure and promotion to associate professor
August of 6th academic year on tenure track	Final opportunity for tenure and promotion to associate professor
August of 5th academic year following award of tenure/promotion to associate professor	Post-tenure review, and first eligibility to apply for promotion to full professor
January of 5th academic year following last major review (including tenure/promotion)	Post-tenure review (without promotion)

Promotion and Tenure Process

Faculty Member prepares and submits portfolio, Department Chair, who passes it along to the Department P&T Committee	Department P&T Committee reviews portfolio, submits report to Department Chair	Department Chair reviews portfolio, submits materials and evaluation, via the Dean, to the College P&T Committee	College P&T Committee reviews portfolio, submits report to the Dean	Dean reviews materials

Dean reviews materials

- If favorable reviews at all levels (Department, College, Dean) portfolio passed on to Provost
- If mixed reviews, portfolio passed to University P&T Committee
- If unfavorable reviews at all levels, candidate may appeal to University P&T Committee

Note: faculty were given the option of submitting either paper or electronic portfolios in Fall of 2019. As of Fall of 2020, all portfolios will be created and submitted electronically as described in this document.

Who are the evaluators, and what do they do?

Evaluations of each full-time faculty member are the responsibility of academic administrators and, in the case of promotion and tenure decisions, elected faculty committees on the department, college/school and (if necessary) university level. The same three criteria are applied to all faculty, with logical adjustments to accommodate different academic disciplines (e.g., music, chemistry, history).

Department chairs conduct annual evaluations of all full-time faculty (except those with temporary appointments) in the department, reviewing each portfolio and meeting privately with the faculty member afterward to discuss strengths, weaknesses, and goals.

In the case of a cumulative review (pre-tenure, promotion/tenure, post-tenure), portfolios are first given to the Department chair. Portfolios are then given to the Department level Promotion and Tenure Committee (if one exists); this committee typically consists of members of the faculty's department who are *tenured at the rank of at least associate professor.* The Department Committee reviews the faculty member's portfolio and provides a detailed written report of its findings to the Department chair. The Department chair then conducts his or her own review of the portfolio, and the portfolios are then passed on to the College/School's Promotion and Tenure Committee. College/School Committees are elected from tenured faculty serving at the rank of associate professor or higher (usually within the College/School) and committee members serve staggered three-year terms. Following review of the portfolio, College/School Promotion and Tenure Committees forward faculty portfolios and a written report summarizing the Committee's evaluation on to the Dean, who reviews the Committee's assessment.

If all the previous levels of review produce a favorable evaluation and the dean concurs, he or she attaches a note of written concurrence to the report completed by the College committee and forwards these together with the candidate's portfolio to the Office of the Provost/Vice President of Academic Affairs.

If a portfolio receives mixed evaluations (favorable at some but not all levels), the portfolio, reports, and his or her materials and evaluations will be forwarded to the University Promotion and Tenure Review Committee (consisting of tenured full professors elected by the entire University). The Dean will also prepare a separate evaluation and forward it to the University Promotion and Tenure Review Committee, and the faculty member has the option of submitting a statement of appeal with supporting information to the University Promotion and Tenure Committee. The dean will provide a written notification to the candidate.

If a portfolio receives unfavorable evaluations at all levels of review, the candidate has the option of submitting a written statement of appeal with supporting information to the University Promotion and Tenure Committee. The University Promotion and Tenure Committee will review to assure compliance with procedures and forward a written report to the Provost, dean, and candidate. If the candidate submits no appeal, the candidacy is terminated.

How should the portfolio be organized for evaluation?

When preparing your materials, remember to make it *easy* to locate the evidence for those areas in which you are requesting credit, and that the evidence is *clear*, *concise*, and has an *unambiguous connection to the claimed evaluation area.*

Portfolios that are not appropriately organized risk not being evaluated.

Some helpful suggestions regarding evidentiary sources

Please note that *each* Department will have its own specific categories and evidentiary requirements for credit in those categories. Consult your department's specific criteria document, which is posted at https://www.clayton.edu/arts-sciences/promotion-and-tenure

Online Portfolios (Sharepoint)

As of Fall 2019, the College of Arts and Sciences will use online folders for portfolio submissions that will be customized based on the P&T standards of individual departments and disciplines.

The overall timeline and process is as follows:

1. Each department will maintain an eP&T portfolio template with folders based on the general College of Arts & Sciences P&T requirements. Each department should customize this general template to match their P&T evaluation form.
2. Department chairs will create a folder containing the department template for each tenured and tenure-track faculty member in their department. It is recommended that the folder be available for new hires starting their first semester on campus.
    a. *Department chairs will be responsible for adding and removing sharing permissions of the folder.*
3. Faculty members should communicate to the department chair orally or in writing, by the dates established in the faculty handbook, that their portfolio is complete and ready for evaluation.
    a. No later than August 21 for Promotion and/or Tenure
    b. No later than January 21 for Pre- or Post-Tenure Review
4. *Upon forwarding to the department committee, the chair will remove faculty member access to the folder.*Department chair will then grant access of the folder to the department committee for evaluation. The department committee will upload their evaluation documents to the Department Committee Letter folder and indicate to the department chair orally or in writing that the evaluation is complete.
5. The department chair will upload their evaluation documents to appropriate folder and share the folder with the appropriate College of Arts & Sciences Promotion and Tenure committee members.
    a. Folder will be forwarded no later than September 21st for Promotion and/or Tenure and February 21st for Pre- or Post-Tenure Review.
6. *Upon forwarding to the College committee, the chair will remove access from the department committee access to the folder.*The college committee will upload their evaluation documents to the appropriate folder and indicate to the Dean of the College of Arts & Science orally or in writing that their evaluation is complete.
7. The Dean of the College of Arts & Sciences will upload their evaluation documents to the appropriate folder and notify the department chair that the folder is ready for submission to the Provost for review. The department chair will share the folder with the Provost.
    a. *Upon forwarding to the Provost, college committee access to the folder will be removed.*
8. Department chair will be notified if folder access is needed by the University P&T committee.
9. Upon completion review at all levels, department chair will return access to evidence folders to the faculty member. A new folder should be set up for the faculty member to collect evidence for the next level of review.

Accessing and Utilizing the Sharepoint Folders

Department Chairs will prepare and share portfolio folders with faculty via Sharepoint (usually by an emailed share link). Sharepoint can be accessed directly by going to http://my.clayton.edu and logging in with University credentials.

Please note: *you may also be required to complete Multi Factor Authentication (MFA) to access this system.*

After logging in to my.clayton.edu, select "Sharepoint" and navigate to the correct site/folders (most will be named using the "Last Name First Name_Rank Under Review _Year" convention).
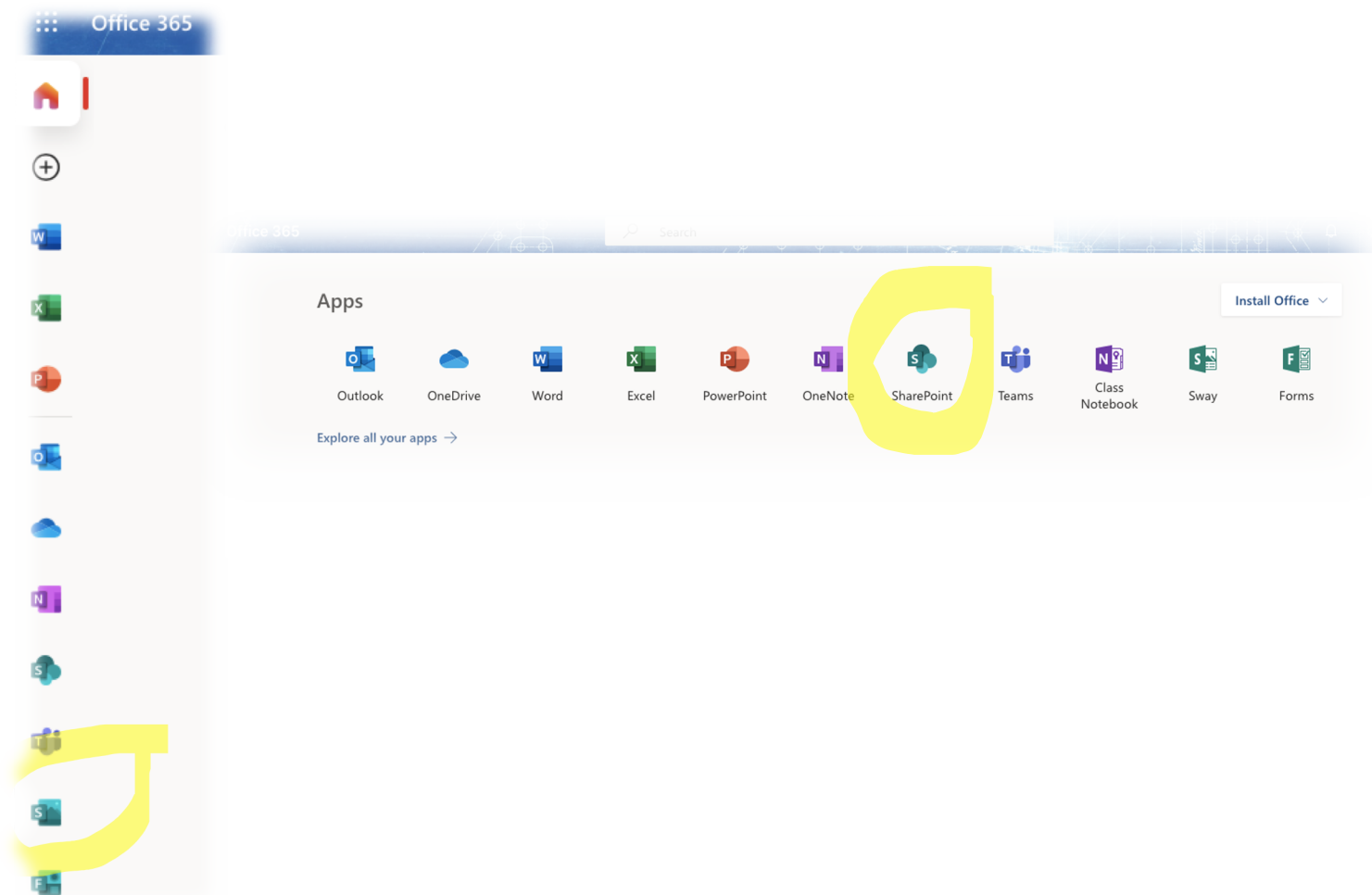
Each faculty member will find 5 main folders

	Name ∨	Modified ∨	Modified By ∨	+ Add column
📁	00 Committee Documents	May 21	Antoinette Miller	
📁	01 General	May 21	Antoinette Miller	
📁	02 Teaching	May 21	Antoinette Miller	
📁	03 Service	May 21	Antoinette Miller	
📁	04 Scholarly Activities and Professional Dev...	May 21	Antoinette Miller	

"Committee Documents" will be for the use of the various levels of review (Department Committee, Department Chair, Dean, College Committee). It is advised that a copy of the departmental promotion and tenure criteria and evidentiary sources document be placed in the folders for each level of review (Department Committee, Department Chair, Dean, College Committee) as needed.

"General" will be for "front matter" including Cover Letter, CV, and Summary of Professional Activity (SPA).

Documents > 00 College of Arts & Sciences Promotion & Tenure Folder - Psychology > 01 General

	Name ∨	Modified ∨	Modified By ∨	+ Add column
📁	a) Cover Letter	February 13	Lisa Holland-Davis	
📁	b) CV	February 13	Lisa Holland-Davis	
📁	c) Summary of Professional Activities	February 13	Lisa Holland-Davis	

Cover letters should introduce all the documentation included in the portfolio and explain its relevance to the evaluation process.

This cover letter should be divided into sections with heading and subheadings corresponding to the Summary of Professional Activities and make specific reference to the evidence found in the folders and subfolders of the electronic portfolio. Materials should be presented in the order of the department's Promotion and Tenure guidelines. Your cover letter should ideally also make specific reference to not only the *evidence* supporting claimed credit for an evaluation area, but also to the *subfolder* under which that evidence can be found.

 "Teaching" will be for specific evidentiary sources as determined by the academic Department's Promotion and Tenure guidelines, as well as the usual student evaluations of instructor and grade distribution documents:

Sample subfolder organization – consult your Departmental guidelines

"Service" and "Scholarly Activities and Professional Development" will be for specific evidentiary sources as determined by the academic Department's Promotion and Tenure guidelines:

Sample subfolder organization – consult your Departmental guidelines

and

Sample subfolder organization – consult your Departmental guidelines