

## Full- and Part-Time Faculty Evaluation Process

By the end of each calendar year, full-time faculty complete a report of the year's activities in the categories teaching, research (tenured and tenure-track only), and service, using Activity Insight. Within Activity Insight, faculty members should generate and submit an annual self-evaluation report. This report is then submitted to the Chair of English and Philosophy via the Talent Management System (TMS).

Instructions on using Activity Insight are available on the Provost's [Faculty Resources Page](#).

An overview of the [annual evaluation guidelines](#) is available from the College of Arts and Letters. Note that: faculty members who have undergone a multi-year review, such as a third-year review, Tenure & Promotion Review, or Periodic Performance Review do not need to submit an annual self-evaluation, and the chair is not required to write an annual evaluation report. Faculty members who have undergone multi-year reviews are invited to submit an annual self-report and rating by the end of the calendar year, and the chair must submit an annual rating.

The Department Chair prepares the chair level evaluation for faculty members in English. The Director of Philosophy prepares the chair-level report for faculty members in Philosophy. The TMS system then forwards these department-level evaluations to the Dean of Arts and Letters. In the TMS system, faculty members have an opportunity to review and sign off on the evaluation both at the departmental and the college levels, within a seven calendar-day period.

For departmental adjuncts, the Department Chair, or for Philosophy the Director of Philosophy, writes a brief (one or two paragraph) evaluation of teaching, which is sent to the Dean of Arts and Letters.

The Chair writes a brief evaluative letter to those teaching ENGL courses through College of Technology and Student Success Center, with copies sent to the instructor's unit head and to the Dean of Arts and Letters. The Chair also annually reviews the teaching record of Early College Program adjuncts, as evidenced in liaison reports, syllabi, and student evaluations, and reports any concerns to the Dean of Arts and Letters and Director of the Early College Program.

Personnel files are maintained for faculty and adjunct instructors.