



Idaho State University

POLICIES AND PROCEDURES

Annual Faculty Evaluations

ISUPP 4150

POLICY INFORMATION

Policy Section: *Academic Affairs*

Policy Title: *Annual Faculty Evaluations*

Responsible Executive (RE): *Academic Vice President and Provost*

Sponsoring Organization (SO): *Office of Academic Affairs*

Effective Date: *TBD*

Revised: *New Policy*

Review: *May 2031*

I. INTRODUCTION

The purpose of this policy is to set consistent, fair, and transparent procedures for the Evaluation of all Faculty and Instructors (tenure-track, tenured, and non-tenure track) working more than 20 hours per week, or 0.5 FTE per week, consistent with ISUPP 4090 *Faculty Workload*, in a manner that promotes Faculty development, ensures accountability, informs personnel decisions such as Promotion, Tenure, and Reappointment and fulfills the requirements of Idaho State Board of Education policy.

II. DEFINITIONS

- A. Annual Evaluation. A formal review each year of the prior academic year's Faculty performance.
- B. Department Level Instructional Unit Standards. Specific criteria in teaching, research/scholarship/creative activity, service, and other assigned responsibilities as agreed by the department level Instructional Unit and approved by the Dean or Executive Director of the Unit and the Provost.
- C. Faculty. Any person holding an appointment classifying them as a "Faculty employee" according to ISUPP 3050 *Categories of Employees*.

- D. Full-Time Equivalent (FTE). Full-Time Equivalency is calculated by multiplying the number of hours worked per week times the number of weeks worked per year and dividing by 2,080, the number of working hours in a year.
- E. Instructional Unit. A functional academic or equivalent area governed by the University which includes departments, institutes, centers, divisions, schools, colleges, campuses, branch campuses, and research units that are responsible for academic programs or career technical programs. For the purposes of this policy, the library is included in the definition of Instructional Unit.

III. AUTHORITY AND RESPONSIBILITIES

- A. The Office of Academic Affairs. Responsible for the administration and oversight of the Annual Evaluation process, ensuring compliance with University and state board requirements, and maintaining official records.
- B. Department Chair or unit equivalent. Responsible for submitting an Annual Evaluation of each Faculty member in the department to the Dean of the College, Executive Director, or equivalent unit.
- C. College Dean, Executive Director, or unit equivalent. Ensure consistency and equity in the application of criteria and submit recommendations to the Provost for approval. Ensure evaluation criteria are accurate and published.
- D. Faculty. Review published evaluation criteria and complete any required self-evaluation components.

IV. POLICY STATEMENT

The University requires the annual evaluation of all Faculty members to ensure the continued effectiveness, integrity, and quality of its academic programs. Regular evaluation provides an opportunity to recognize achievement, support professional development, and promote accountability in teaching, scholarship, research, creative works, and service.

Annual evaluations are intended to be constructive and to reflect the Faculty member's performance relative to assigned responsibilities. Evaluations serve multiple purposes, including informing decisions on merit increases, promotion and tenure, reappointment, and professional growth planning. Each academic unit shall conduct Faculty evaluations in accordance with established University criteria, timelines, and procedures that ensure fairness, consistency, and transparency.

V. GENERAL

A. Scope

1. This policy applies to all Faculty regularly employed by the University, including:
 - a. Tenure-track Faculty (non-tenured);
 - b. Tenured Faculty;
 - c. Non-tenure track Faculty with appointments of 0.5 FTE or more;
 - d. Jointly appointed Faculty (admin/Faculty) under the definitions of their respective units;
2. Adjunct, Visiting, and Graduate Teaching Assistants and other temporary Faculty members, or Faculty members who are expected to work part-time at less than 20 hours per week, (less than a .50 Full Time Equivalency - FTE) are not subject to this policy.

B. Principles & Requirements

1. **Transparency.** Department and college level Instructional Units must publish evaluation criteria for each category: teaching, research/creativity, service, etc.), procedures, and timelines. Faculty must have access to criteria when hired, and whenever modified.
2. **Equity & Non-Discrimination.** Evaluations must be free from bias and not influenced by race, color, religion, sex, sexual orientation, national origin, disability, age, veteran status, or other protected statuses.
3. **Due Process.** Faculty shall be given the opportunity to respond to evaluations, to see evaluation materials (except where confidentiality or legal limits apply), and to appeal and/or to grieve per University grievance procedures if an Annual Evaluation leads to adverse action.
4. **Multiple Sources of Evidence.** Evaluations must draw from multiple sources of evidence including qualitative and quantitative evidence.
5. **Differentiated Expectations.** The University recognizes variation in expectations across disciplines, ranks, roles, and seniority. Faculty with special roles (administrative assignments, joint appointments, heavy service or outreach roles, etc.) may have adjusted expectations in their evaluation, as set out in their letter of appointment or workload statements.

C. Annual Evaluation.

1. Each academic year the Department Chair or head of the department level Instructional Unit must submit an Annual Evaluation of each Faculty member in the department to the Dean or Executive Director of the Unit.

2. Unit Standards. Each college/department level Instructional Unit may define discipline-appropriate criteria and expectations. Edits to approved criteria and/or expectations must be submitted to the Dean / Executive Director and the Provost for approval at least thirty (30) calendar days before evaluations begin. Such changes are subject to approval by the Dean or Executive Director of the Unit and the Provost.
 3. Deans or Executive Directors and Chairs must develop clear criteria in line with the Promotion and Tenure standards of the Unit.
 4. The Annual Evaluation must communicate an assessment of the Faculty Member's strengths and weaknesses in each area relevant to a Faculty member's workload, which could include:
 - a. Teaching/learning;
 - b. Research and/or creative activity;
 - c. Service (department, University, profession, community); and / or,
 - d. Other assigned responsibilities.
 5. Performance standards must be fairly and consistently applied.
 6. Unsatisfactory Performance. If any component is judged unsatisfactory, or if a tenure-track Faculty is judged not to be making sufficient progress toward tenure, the evaluation must:
 - a. Be given to the Faculty member in writing, including evidence relied upon;
 - b. Clearly identify deficiencies;
 - c. Describe specific remediation actions (with timeline);
 - d. Outline consequences of failure to remediate (e.g. non-renewal, terminal contract, other action); and,
 - e. Offer supports/resources (mentoring, professional development, etc.).
 7. Response.
 - a. Faculty members must be given access to their evaluations and supporting materials.
 - b. Faculty members have five (5) business days at each level to respond in writing to their Annual Evaluations.
 - c. A Faculty member also has the right to appeal the evaluation. If a Faculty member believes their evaluation has been unfair, inaccurate, or procedurally flawed, the Faculty member may appeal per the University's grievance procedure.
- D. Documentation, Records, Confidentiality

1. Records of Annual Evaluations and any responses must be maintained in the Faculty member's personnel file, in compliance with state and federal laws, published retention schedules, and University privacy policies.
2. Evaluative materials are confidential. Access shall be restricted to those with a legitimate administrative need, subject to grievance/disclosure rules, state and federal laws, and University policies.
3. Faculty should have access to their evaluation and supporting materials; they should also have opportunity to respond in writing to critical evaluations.

VI. RELATED LAWS AND POLICIES

- A. SBOE Policy, Section II.G ("Policies Regarding Faculty – Institutional Faculty Only").
- B. ISUPP 1030 *University Records, Archives, and Publications*
- C. ISUPP 3000 *Professional Workplace Free from Abusive Conduct*
- D. ISUPP 3050 *Categories of Employees*
- E. ISUPP 4010 *Periodic Performance Review of Tenured Faculty*
- F. ISUPP 4020 *Promotion and Tenure*
- G. ISUPP 4039 *Faculty Suspension or Dismissal for Adequate Cause*
- H. ISUPP 4041 *Grievance Procedures for Institutional Faculty*
- I. ISUPP 4050 *Academic Rank and Other Appointments*
- J. ISUPP 4090 *Faculty Workload*
- K. ISUPP 4140 *Student Evaluations and Course Feedback*