

June 15, 2011

## **Evaluation Procedures for Extraordinary Faculty**

### **Contracts**

At the time of hiring for an extraordinary faculty position, the department and chair will specify the duties and responsibilities of the position in writing. This document will set forth the contractual obligations according to which extraordinary faculty performance is evaluated. If the faculty member is hired to teach, performance as a teacher would be the focus of evaluations. Positions that entail other duties will be evaluated according to the terms of the contract that specifies these at the time of hiring. It is crucial that the original contract clearly set forth the terms of employment so that all extraordinary faculty know the job they are hired to do.

### **Committee**

The Extraordinary Evaluation Review Committee (EERC), a committee of extraordinary faculty will assist the Dean of the college in reviewing the recommendations of the chair and in mediating disagreements that may arise between the evaluation of a chairperson and the extraordinary faculty member being evaluated. Details concerning the committee and its work are enumerated below.

### **Compensation**

To the extent possible, all extraordinary faculty members who meet or exceed expectations in fulfilling their contractual obligations will receive a base percentage raise as determined by the Dean and the Extraordinary Evaluation Review Committee (EERC). A separate pool will be set aside and used for merit and/or equity raises at the discretion of the Dean and the committee.

## **Extraordinary Evaluation Review within the Department**

Each year, the departmental chair, in accordance with departmental protocol, the by-laws (protocol) of the College, and general or specific guidelines from University administration (if any), will submit to the Dean a letter with performance evaluations and specific rating recommendations from 1-4 based upon the contractual obligations of the extraordinary faculty members within the department. (See appended suggestions on scale). Additional contributions in areas that are not part of the extraordinary contract such as service and scholarship may be specified and rated for consideration as meritorious activity.

The department chair's evaluation letter should be reviewed by the faculty member and discussed with the chair before being submitted to the Dean. An attempt to resolve any disagreements should be made before the letter is forwarded to the Dean. The final letter should be signed by the chair and the extraordinary faculty member. If disagreements persist, the chair and the extraordinary faculty member will forward to the committee written statements explaining their views.

Materials forwarded to the Dean should include: 1) the department chair's evaluation letter, 2) the faculty member's updated vita, and 3) any supplemental materials from the faculty member which would be important in the evaluation process. 4) in the case of any unresolved disagreement, written statements from the chair and from the extraordinary faculty member explaining their respective views.

## **Protocol for the Extraordinary Evaluation Review Committee**

### **Duties**

An Extraordinary Evaluations Review Committee (EERC) for the College shall assist the Dean in formulating criteria and procedures for the annual review of extraordinary faculty members and shall advise and assist the Dean on the allocation and distribution of extraordinary faculty increases within the college, including levels of stipends and other matters related to extraordinary faculty compensation.

### **Membership**

The EERC shall be elected by and from the extraordinary faculty who have the right to vote. It shall consist of three members of the extraordinary faculty. Terms will be for one year, renewable for three years. No department shall have more than one member serving at the same time. No member shall be eligible for reelection for more than three consecutive yearly terms. The committee will appoint one member to serve as chair of the committee. The Dean will be an ex officio member of the committee.

### **Procedures**

a) Each departmental chair, in accordance with his or her department's protocol, the by-laws (protocol) of the College, and general or specific guidelines from University administration (if any), will submit to the Dean performance evaluations and specific rating recommendations from 1-4 in the areas of teaching and contractual obligations. The Chair may also give ratings in the areas of service and scholarship, although these are considered meritorious activities unless they are stipulated as part of the extraordinary faculty contract.

b) Committee members are required to excuse themselves from discussion and committee recommendations for their own evaluation. EERC may call upon the chairperson of the department and/or the concerned extraordinary faculty member to address questions raised by the Committee concerning an evaluation. After analyzing each faculty member's vita and/or vita update, the departmental recommendation, and appeals, if any, the committee will meet and prepare as a committee separate numerical recommendations for the College's extraordinary faculty. The committee will meet with the Dean to present its recommended ratings, and the Dean will

present his or her ratings. Using these two sets of ratings, the Dean and the committee will formulate together the final numerical ratings.

c) The Dean will share recommendations on all ratings with all chairpersons, who will in turn share them with the extraordinary faculty members; extraordinary faculty members have a final opportunity to appeal or suggest changes to their ratings. The Dean may choose to consult with EERC one last time concerning such appeals. The Dean will share his or her final determinations for recommended raise amounts in a spreadsheet with all members of EERC in order to allow cross-checking.

d) The Dean will submit to the Vice President for Academic Affairs his or her recommendations for salary increases for the following year based on the rating arrived at by the Dean and the EERC.

### **Faculty Handbook**

Following a vetting process to work out all details, the procedures for evaluating and compensating extraordinary faculty will be added to the Faculty Handbook. Currently, there is very little information in the handbook about extraordinary positions, and it would be helpful to elaborate policies and procedures as they are developed.

### **Appendix : Suggested 1-4 Scale**

It is suggested that a scale of 1-4 be used to evaluate extraordinary faculty members, in keeping with specific criteria as determined by the department. Extraordinary faculty will be evaluated on the basis of teaching and other contractual obligations. Service and scholarly research may be recognized as meritorious work that exceeds expectations. (0.5 point increments should be allowed)

- 1- meets minimal expectations
- 2-meets average expectations
- 3- meritorious work above expectations
- 4 -outstanding work beyond the level of meritorious work