

Chairperson's Evaluation of Faculty

Read the YSU-OEA Agreement 11.7 Chairperson's Evaluation (2005-2008 pgs. 44-45).

Update list of faculty seniority provided by the Office of Human Resources.

Receive and review list of faculty to be evaluated from the Office of Human Resources.

Contact faculty to be evaluated offering in-class observation of teaching by chair. (Memo 1) This must be done two weeks prior to the observation. The chair and faculty member will jointly determine the class to be observed and date the observation will take place. (Keep copies)

Offer to schedule a pre-evaluation consultation with each faculty member to be evaluated. The faculty member can notate this on page 6 of the Chairperson Evaluation of Faculty Performance form. The chairperson will document this meeting on page 7. (Keep copies)

If the chair determines that in-class observation is necessary, a notice must be sent to the faculty member 2 weeks prior to the observation. The chair and faculty member will jointly determine the class to be observed and date the observation will take place. (Keep copies)

Collect and review parts I and II from the Chairperson's Evaluation of Faculty Form, (Appendix E of the Agreement) from each faculty member to be evaluated. (Keep copious notes)

Review faculty members personnel files in the Office of Human Resources (Be sure to sign in and keep copious notes)

Meet with faculty members to discuss your evaluation. (Keep notes)

Complete Parts III-VIII of the Chairperson's Evaluation of Faculty Teaching (Appendix E of the Agreement)

Write your comments in MS Word and copy this information to the PDF form.

Develop a rubric to be used in section V.

Share this information with the faculty member.

Be sure your assessment agrees with your department governance document and your college guidelines for promotion and tenure.

Return the completed Parts III-VIII to the appropriate faculty member. Include a memo offering the faculty member an opportunity to meet with you to discuss your

evaluation. Also remind the faculty to complete page 10 of the Chairperson's Evaluation of Faculty Form. (Appendix E of the Agreement) They must then sign page 10 and attach page 10 to the entire form (Be sure to sign the form) The entire document must then be returned to the chairperson.

Read any comments the faculty has made on page 11 and sign page 11.

Send the completed document to your dean.