

**ARTICLE 11
FACULTY EVALUATION**

11.1: Purpose: The purpose of the evaluation procedure described herein is twofold: The primary purpose is to help faculty to improve their professional performance. A secondary purpose is to provide those individuals responsible for making career decisions with information regarding faculty performance.

11.2: Student Evaluation of Teaching: Non-tenured faculty members shall be evaluated each semester. Tenured faculty members shall be evaluated according to the following schedule:

Last names beginning with letters:	During academic years beginning with an even-numbered year	During academic years beginning with an odd-numbered year
A-M	Fall Semester	Spring Semester
N-Z	Spring Semester	Fall Semester

Tenured faculty may volunteer for evaluation in a semester during which they are not scheduled to be evaluated by notifying the Administration in writing no later than the end of the fourth week of the semester. Voluntary evaluations of tenured faculty will not be included in the Official Personnel File unless submitted by the faculty member with a written request for inclusion.

All student evaluations of teaching shall be subject to the exclusions specified in 11.3.

11.3: Exclusions: The following courses shall not be evaluated by students:

1. those in which there are fewer than five (5) students present for instruction at one time;
2. those in which students receive fewer than fifteen (15) clock hours of classroom or laboratory instruction by the instructor;
3. team-taught courses except as provided in 11.4;
4. thesis courses; and
5. online or distance-learning courses, until a new electronic evaluation form is approved and available.

Further, should a faculty member feel that there are serious and compelling reasons why a specific course in a given term should not be evaluated, he/she may submit a written request for exclusion to the department chairperson. If the chairperson approves the request, the faculty member's memorandum, and the chairperson's notation of approval shall be forwarded to the faculty member's Official Personnel File, subject to the provisions of Article 14.

11.4: Team-taught courses: Faculty members who team-teach a course may volunteer to conduct a student evaluation of teaching in that course. The evaluation instrument to be used may be one developed by the faculty members involved or may be the standard instrument used in other courses, depending on the wishes of the faculty members. If the standard instrument is to be used, the faculty members must notify the Administration no later than the end of the fourth week of the term. Voluntary evaluations of team-taught courses will not be included in the Official Personnel File unless submitted by the faculty member with a written request for inclusion.

11.5 Procedure: The Administration shall provide appropriate materials (forms, pencils, instructions) and shall make arrangements for the administration of the evaluations. The faculty member shall not comment upon the evaluation or remain in the room during its administration. The evaluation shall be administered by a volunteer student monitor, who shall distribute the evaluation forms, collect them upon the completion of the evaluation, place them in an envelope, and seal it. Faculty members shall adhere to the instructions provided with the packet regarding the administration, collection, and delivery of the evaluation materials. Faculty members who teach a distance-learning or online course may volunteer to use the current evaluation form via the Internet (WebCT), or they may propose an alternative evaluation form that may be used with permission of the chairperson until such time as a standard evaluation form for these courses has been approved.

11.6 Report of Results: The report of evaluation results shall consist of the Student Evaluation of Teaching and Learning Summary, and the Narrative. The Administration shall report the Student Evaluation of Teaching and Learning Summary to the faculty member, the chairperson, and the dean; also, the Administration will place a copy of the Student Evaluation of Teaching and Learning Summary in the faculty member's Official Personnel File, subject to removal in accordance with Article 14.7(3).

Results of the Narrative will be sent to the Chairperson, who will review them and forward them to the faculty member. Results of voluntary evaluations shall be reported to the faculty member only. However, a faculty member shall be permitted to insert the Student Evaluation of Teaching and Learning Summary of such voluntary evaluations into his/her Official Personnel File by sending a written request for inclusion to the Executive Director of Human Resources, who shall then distribute copies to the faculty member's chairperson and dean. Students shall have the opportunity to inspect copies of the Student Evaluation of Teaching Summary in the offices of academic deans; photocopies or transcriptions of these reports shall not be permitted as part of this access.

11.7 Chairperson's Evaluation: The chairperson shall conduct the departmental evaluation of faculty, using the format in Appendix E. The Administration shall provide periodic formal training in performance evaluation for chairpersons and training for new chairpersons before they are scheduled to evaluate faculty. The Administration shall notify the Association of dates of training on faculty evaluation and confirmation of chairperson attendance.

Non-tenured faculty shall be evaluated every year; tenured faculty shall be evaluated every other year except tenured full Professors, who shall be evaluated every four (4) years. However, a tenured full professor who receives an evaluation of "weak" or "very weak" in teaching, scholarship, or University service may be evaluated every other year until an evaluation of "satisfactory" or above is achieved.

Departmental evaluations shall occur during April and May of each year. All faculty scheduled for evaluation shall complete Parts I and II of Appendix E and submit it to the department chairperson no later than April 15. Tenured faculty whose last names begin with the letters A-M shall be evaluated in the Spring of odd-numbered years; tenured faculty whose last names begin with the letters N-Z shall be evaluated in the Spring of even-numbered years.

The faculty member shall have the right to prepare the report of his/her activities, to be consulted by the chairperson before the chairperson completes Parts III-VIII of Appendix E, to comment verbally and/or in writing upon the chairperson's evaluation, and to receive a copy of the evaluation. The chairperson shall review the faculty member's Official Personnel File and shall consult with the chairperson(s) of the academic department(s) in which the faculty member is cross-appointed before performing the evaluations.

A scheduled evaluation may occur one (1) year earlier or one (1) year later when a faculty member is on leave for one complete academic year or longer during the evaluation period, provided that the faculty member provides a written request for such a change to the department chairperson by January 1 of the year in which the evaluation is scheduled. However, in no case shall the number of years of paid university-related service evaluated exceed two for non-tenured faculty, three for tenured faculty below the rank of Professor, and five for tenured full Professors.

Chairpersons may, at their discretion, use in-class observations of teaching in the process of completing their evaluation of faculty. Faculty shall be consulted regarding any in-class observation by the chairperson at least two weeks before the visit, and the faculty member and chairperson shall jointly determine the specific course and date of the visit. In no case shall a chairperson conduct an in-class observation of teaching more than twice per evaluation period (See Article 11.2). The Administration shall provide additional periodic training specific to in-class observations for chairpersons wishing to use this option. No in-class observation shall be conducted by any chairperson who has not completed this training and attended periodic updates of training. The Administration shall notify the Association of dates of training on in-class evaluation and confirmation of chairperson attendance. Following the in-class observation, the chairperson shall meet with the faculty member to discuss the observation.

11.8 Exclusivity of Evaluations: For the duration of this Agreement, the systems of faculty evaluations described in this Article shall be the only faculty evaluations of any kind employed at YSU, except for the evaluative judgments required by the provisions of this Agreement, the review of a candidate for graduate faculty status, and developing/setting/reviewing professional goals with the chairperson.

11.9 Modification of Faculty Evaluation by Students: The University and the Association agree to form an ad-hoc committee charged with the development of a student evaluation instrument for online and distance-learning courses. The committee will be composed of two members appointed by the provost, two members appointed by the President of the Association, and a fifth member selected by the four appointees, who will serve as chairperson. The committee will develop a student evaluation instrument and a process for the evaluation of such courses. The recommendations of the committee will be submitted to the joint negotiations team. The joint negotiations team will consider these recommendations and may approve any or all of the recommendations. Any recommendations that are approved by the joint negotiations team will be implemented at a time to be determined by the joint negotiations team.