

DEC Written Evaluation and Recommendation for All Teaching Faculty Members

This form shall be used by the Department Evaluation Committee (DEC) to issue their written evaluation and recommendation report for non-tenured faculty, faculty applying for promotion in rank, faculty being considered for tenure, and professional assessment of tenured faculty members.

Faculty Member

Rank

Department

Academic Year

Evaluation Purpose	Non-Tenured Renewal or Special Appointment	Tenure	Promotion	Professional Assessment
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Information developed by the DEC for promotion evaluations may be used for professional assessments. Where this is the university practice another assessment shall not be required for six (6) years. (CBA 4.12) At WCSU, if you are tenured and applying for promotion, another assessment is not required for six (6) years.

EVALUATION CRITERIA - CSU-AAUP Collective Bargaining Agreement

4.11.7 In making its peer evaluations for renewal, promotion, and tenure [and professional assessment CBA 4.12] the DEC shall consider all materials supplied by the candidate and may solicit additional information pertinent to the categories of evaluation. Peer review through observation of load credit activity should normally be a part of evaluations, especially in pre-tenure evaluations. For full-time members who are engaged in classroom teaching, the DEC shall obtain and use the data from a written student survey instrument. For full-time members who are engaged in other duties or have assignments in more than one department, the DEC shall seek and use appropriate information relating to all elements of the member's duties.

1. Article 4.11.9.1 Load Credit activity for which the member receives load credit or the equivalent, e.g., one or more of the following: teaching, coaching, counseling, department chairperson, division director, library service, research, student supervision, or any other function in the letter of appointment or subsequent extension or modifications of such appointment (see Article 4.7), or identified in a letter of agreement (see Article 10.4).
2. Article 4.11.9.2 Creative Activity appropriate to one's field, such as delivering papers at professional conferences, production/performance of artistic works, research, study and publication.
3. Article 4.11.9.3 Productive service to the department and university.
4. Article 4.11.9.4 Professional activity such as attendance and participation in conferences and workshops, membership and service in appropriate organizations, and other professional activities.
5. Article 4.11.9.5 Years in Rank
6. Article 4.11.9.6 Record of any disciplinary action in the member's personnel file at the time of the evaluation.
 YES NO

The DEC must attach their evaluation report to this document. Reports shall specifically address each standard. It is recommended that a copy of your departmental evaluation criteria also be attached.

(Signatures on next page)

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For **Special Appointment, Non-Tenured Faculty Renewal** and **Professional Assessments Only**: Overall rating of the faculty member:

	Satisfactory	Marginal	Unsatisfactory
For Non-Tenured Faculty Only : Is Renewal Recommended?	YES	NO	
For Tenure Candidates Only : Is Tenure Recommended?	YES	NO	
For Promotion Candidates Only : Is Promotion Recommended?	YES	NO	

DEC Members Signatures:

_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date

I, the subject of this evaluation, am signing to indicate that I have received a copy of the Department Evaluation Committee's written evaluation and recommendation. I understand that I may submit additional comments to the appropriate Dean in accordance with the following schedule:

- ❖ 1st year appointees: Within three (3) calendar days of the DEC due date.
- ❖ 2nd year appointees, tenure, promotion and professional assessment candidates: Within one (1) calendar week of the DEC due date.

_____	_____	_____
Printed Name	Signature	Date

Distribution Instructions

The DEC shall make two (2) copies of their written evaluation and this form after it is signed by all parties.

- The original of this form along with the written evaluation must go to Human Resources to be placed in the member's personnel file.
- A copy shall be provided to the affected member upon issuance.
- A copy shall go to the appropriate Dean accompanied by the materials supplied to the DEC by the candidate.