

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

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)

