## ARTICLE XVIII

EVALUATION

1. Evaluation Procedures for Reappointment, Promotion, Tenure, Retention

All evaluations relating to reappointment of non-tenured faculty, librarians, and professional athletic staff, promotion, tenure, and retention shall be conducted in accordance with the Articles on Reappointment, Promotion and Tenure, Professional Athletic Staff, and Lay-Off contained in this Agreement.

1. Course Evaluations

Each semester, it shall be the professional responsibility of each member of the faculty, for his/her professional development, to solicit the students' evaluations of each course section taught by such faculty member. The course-evaluation instrument used shall be consistent with the “Course Evaluation Form Policy” in the Academic Policy Manual. Prior to the final week of classes each semester, including summer and January sessions, the University shall provide each faculty member with a sealable envelope and the faculty member shall provide the applicable dean a copy of the form to be used for that semester's evaluations. Completed course evaluations collected from students shall be placed in the sealable envelopes. The faculty member shall sign his/her name across the seal, seal the envelope, and deliver it or have it delivered to the office of the dean of the college offering the course. The dean may open the envelopes and review the evaluations, or delegate that task to an associate dean of the college, or choose not to open them at his/her discretion. Normally deans and associate deans will be selective in reviewing copies of completed course evaluations; however, circumstances may, from time to time, make it appropriate to review all faculty course evaluations within a college. When the dean exercises this right, he/she shall provide written notice, containing his/her reasons for doing so, to the faculty member(s) with a copy to

the AAUP. For the professional development of the faculty member, the dean or associate dean may schedule a meeting with the faculty member to review the course evaluations, or he/she may share the course evaluations with the faculty member’s chair to use for developmental purposes. The University may not use course evaluations for purposes of discipline, promotion, or tenure, unless introduced for such purposes by the faculty member.

In any semester in which a non-tenured tenure-track faculty member’s chair conducts a classroom observation of that faculty member, and the chair provides the faculty member with a written evaluation within two weeks of the observation, the chair may review all of that faculty member’s student course evaluations provided by the Dean for that semester. A chair who does so must meet with the faculty member to discuss the evaluations and provide the faculty member with a development plan for his/her teaching based upon the chair’s observations and the course evaluations. The faculty member has the right to respond to the chair’s plan. Thereafter, the chair may utilize the development plan in his/her subsequent P&T recommendations for that faculty member. The plan and the faculty member’s response will be kept on file by the academic department’s secretary and made available to successor chairs of the faculty member’s department.

1. Department and Academic Program Evaluation

Each department or academic program will engage in a systematic evaluation of its operation on a schedule and with outside-evaluator participation as agreed to by the department or program and the Provost. Any department/program whose operation is subject to external unit- specific accreditation (for example AACSB, ACS, CACREP, CAEP, NASM, etc.) is exempt from such evaluation.