

The American University of Kurdistan
Faculty Evaluation Procedures Policy

CONTENT

- I. Introduction
- II. Roles and Responsibilities
- III. Definitions of Terms used in Faculty Evaluation Procedures
- IV. Faculty Evaluation Procedures Policy Statement
- V. Teaching Faculty Performance Expectancies
- VI. Research Faculty Performance Expectancies
- VII. Department Chair Performance Expectancies
- VIII. General Evaluation Principles and Procedures
- IX. Evaluation of Faculty
- X. Evaluation of Department Chairpersons
- XI. Adjunct Faculty Evaluation
- XII. Special Evaluation Process
- XIII. Appeal Procedures
- XIV.

- c. Responsible Office: Office of Provost
- d. Policy Contact: Office of Provost

III. DEFINITIONS OF TERMS USED IN FACULTY EVALUATION PROCEDURES

- a. Authorized Evaluators: Such as the Provost, appropriate Vice President, deans, immediate administrator for non-teaching faculty, other administrator(s) appointed by appropriate Vice President, department chairs, and peers selected according to the below stated policy of peer evaluation
- b. Conference: An evaluation conference is a meeting in which evaluators discuss with the faculty member the results of the evaluation and announce their recommendations.
- c. Consultation: A consultation is a conference with a faculty member following an evaluation visitation. A consultation should (a) indicate areas of competence and (b) make specific suggestions for the improvement of teaching, service, and scholarly activity/research.
- d. Course Objectives: Learning Outcomes for a course. The phrases “Course Objectives” and “Learning Outcomes” are used interchangeably.
- e. Department Chair or Equivalent: The faculty member’s immediate supervisor
- f. Evaluation: An evaluation is a periodic and specified formal judgment of a faculty member’s performance. An evaluation (other than student) will be recorded on a standard University form and will be completed by the time designated on the evaluation schedule. Each authorized evaluator will contribute to a summary report regarding the evaluation activities of an individual faculty member.
- g. Evaluation Terms: The rating scale for use on standard University evaluation forms reflecting appropriate performance expectancies shall be the following:
 - i. Performance exceeds expectations: (Used to commend the recipient for performance above the expected)
 - ii. Performance meets expectations: (Used to acknowledge meeting the institutional expectations for the performance of duties and responsibilities)
 - iii. Improvement recommended: (Used to warn the recipient that performance is below institutional expectations)
 - iv. Performance does not meet expectations: (Used for unacceptable performance)
 - v. Not applicable/Insufficient data
- h. Faculty:
 - i. Adjunct Faculty: Part-time, temporary faculty positions. These individuals are appointed to teach one or more courses or workshops for one academic term.
 - ii. Research Faculty: A faculty position in which the primary responsibility is to contribute to the research mission of the University through the development of a rigorous research program.

- iii. **Teaching Faculty:** A faculty position in which the primary responsibility is teaching courses in degree and/or certificate programs for an academic year to include the titles Instructor, Lecturer, Assistant Professor, Associate Professor and Professor.
- i. **Peer Faculty:** Those faculty members with whom one works on a continuing basis.
- j. **Self-Evaluation:** A summary of all the activities performed by the faculty member over the course of the evaluation period.
- k. **Visitation Evaluation:** A visitation evaluation is a specific observation of a faculty member's assigned activities by an authorized evaluator appointed by the chair of department

POLICY -

- i. Treat students, colleagues and staff with courtesy and respect.

- f. Organize and recommend to the dean department class schedules and faculty assignments in accordance with established procedures and timelines and in response to University priorities; adjust the schedules as needed and when possible, in consultation with the department.
- g. With the aid and input of the department, review, revise, and update outlines of record for all courses within the department, following established University procedures.
- h. Coordinate the departmental approval of new course offerings within the department.
- i.

POLICY -

4. Fourth Contract: The fourth academic years employed under contract as a full-time teaching or research faculty.
5. After 4th year Contract: Contract after four (4) academic years' employment. It

1. The Administrator of the evaluation team shall be responsible for completing form F-1 Faculty Evaluation Team Responsibilities. The Administrator shall conduct a meeting with the faculty member and present him/her with the Faculty Evaluation Team Responsibilities prior to the administration of any evaluation for the purpose of clarifying the evaluation process, timeline, and committee expectations.
2. The evaluation team shall be responsible for completing a summary evaluation report of the faculty employee. (Form F-11).
3. The report shall be based on information gathered from evaluation visitation(s) for a minimum of three (3) sections, student evaluations for each section taught,

3. If the team recommends that the University not employ the faculty member for the following year, no evaluation activities in the spring are necessary.
- xi. Prescriptive Comments: All prescriptive comments for Year 1 must be addressed in writing by the faculty member in the form F-15 Response to Prescriptives and submitted to the evaluation team before completing the Year 3 evaluation. The Evaluation Team shall determine if prescriptives are met by the time the team completes Year Two Evaluation.
- c. Second Year Faculty
- i. Team Responsibility:
 1. The Administrator of the evaluation team shall be responsible for completing form F-1 Faculty Evaluation Team Responsibilities. The Administrator shall conduct a meeting with the faculty member and present him/her with Faculty Evaluation Team Responsibilities form prior to the administration of any evaluation for the purpose of clarifying the evaluation process, timeline, and committee expectations.
 2. The evaluation team will be responsible for completing a summary evaluation report of the faculty member.
 3. The report shall be based on information gathered from classroom visitation(s) and student evaluations for a minimum of three (3) sections taught, peer evaluations from a broad spectrum of peers approved by the evaluation team, administrative evaluation, portfolio evaluation, and Yearly Report of Supplement Hours for service to the University and faculty Secondary Responsibilities and Self-Evaluation Report. (Form F-2; F-4; F-6; F-7; F-9; F-16; F-17).
 - ii. Prescriptive Comments: All prescriptive comments for Year 2 must be addressed in writing by the faculty member before completing the Year 3 evaluation. The Evaluation Team shall determine if prescriptives are met before the Team completes Year Three Evaluation. The Evaluation Team may conduct additional classroom visitations in the Spring in response to prescriptive comments. (Form F-14; F-15)
 - iii. Classroom Visitation: Classroom visitations shall be completed for each preparation no later than the 12th week of the fall semester. (Form F-2; F-3)
 - iv. Student Evaluations: Student evaluations shall be completed by the end of the 12th week of the fall semester. (Form F-4; F-5).
 - v. P Tf1 0 0 1 126.09:ssroo-

d. Third Year Faculty

i. Team Responsibility:

1. The Administrator of the evaluation team shall be responsible for completing form F-1 Faculty Evaluation Team Responsibilities. The Administrator shall conduct a meeting with the faculty member and present him/her with Faculty Evaluation Team Responsibilities form prior to the administration of any evaluation for the purpose of clarifying the evaluation process, timeline, and committee expectations.
2. The evaluation team will be responsible for completing a summary evaluation report of the faculty member. (From F-11).
3. The report shall be based on information gathered from each of the following: classroom visitation(s), student course evaluations, peer evaluations from a broad spectrum of peers approved by the evaluation team, administrative evaluation and Yearly Report of Supplement Hours for service to the University and faculty Secondary Responsibilities and Self-Evaluation Report. (Form F-2; F-4; F-6; F-7; F-9; F-16; F-17).

ii. Classroom visitations shall occur by the end of the fall semester. Student course evaluations shall be completed by the end of the 12th week of the fall semester. (Form F-2; F-3).

iii. Evaluation Conference: The final evaluation conference shall occur not later than the end of week ten (10) of the spring semester. The purpose of the evaluation conference is to discuss t

- f. Three Year Evaluation Process after Fourth Year
 - i. Once the full-time faculty members completed the four years services to the University, faculty members will enter a three-year evaluation process.
 - ii. This process will consist of student course evaluations (first year; Form F-4), classroom visitations (second year; Form F-2, F-3), and a summary of the evaluation activities (third year, Form F-12). The process requires submittal of a Yearly Report of Supplemental Hours in all three years of the evaluation process (Form F-16) and the Self-Evaluation Report (Form F-7) in years one and two of the evaluation process. The dean, with the assistance of department chairs, will maintain a three-year rotational list for all faculty in the college/department.
 - iii. After receiving Year Four faculty evaluation, faculty members will be placed on the first year of the three-year evaluation rotational list for the following academic year.

Year One of Three-Year Evaluation Process

- i. Self-Evaluation: Each member of the faculty shall submit the Yearly Report of Supplemental Hours and Self-Evaluation Report that includes goals and objectives within two weeks following the end of the spring semester. (Form F-7; F-16).
- ii. Student Course Evaluation: During the first year of the evaluation process, the Registrar will administer at least one student course evaluation for each preparation by the end of the 11th week of the semester. The student evaluations, including a tally of the ratings and a file of scanned written comments will be submitted as part of the Self-Evaluation Report to the dean. (Form F-4)

Year Two of Three-Year Evaluation Process

- i. Self-Evaluation: Each member of the faculty shall submit the Yearly Report of Supplemental Hours and Self-Evaluation Report that includes goals and objectives within two weeks following the end of the spring semester. (Form F-7; F-16).
- ii. Classroom Visitation by Peers: During the second year of the evaluation process, the faculty member will select a peer evaluation team. The peer evaluation team will include a maximum of two faculty members selected by the individual faculty member being evaluated. Those faculty members will be responsible for classroom visitations which will be completed during the second year of the evaluation process. A summary of the classroom visitations will be prepared by the faculty member and submitted as part of the Self-Evaluation Report to the dean/department chairperson. (Form F-2; F-3).

POLICY

evaluations, classroom visitations, and/or in student complaints. This meeting shall occur no later than the 12

F-4 Student Evaluation Form

F-5 Student Evaluation: ELI Classes

F-6 Portfolio Evaluation Form

F-7 Self-Evaluation - Faculty

F-8 Self-Evaluation – Department Chair

F-9 Peer Evaluation Form

F-10 Peer Evaluation: Department Chair

F-11 Faculty Evaluation Summary Form

F-12 Faculty Evaluation Summary Form (After Year 4)

F-13 Adjunct Faculty Summary Evaluation

F-14 Recommendations and Prescriptives Form

F-15 Response to Prescriptives Form

F-16 Yearly Supplemental Hours Report Form (Faculty services and secondary responsibilities)

F-17 Faculty Administrator Evaluation Form

F-18 Department Chair Evaluation Report (Administrative Evaluation)

Appendix: Faculty Evaluation Forms

There are Faculty Evaluation Forms, including:

- F-1 Faculty Evaluation Team Responsibilities Form
- F-2 Classroom Visitation Evaluation Form
- F-3 Lab Classroom Visitation Evaluation Form
- F-4 Student Evaluation Form
- F-5 Student Evaluation: ELI Classes
- F-6 Portfolio Evaluation Form
- F-7 Self-Evaluation - Faculty
- F-8 Self-Evaluation – Department Chair
- F-9 Peer Evaluation Form
- F-10 Peer Evaluation: Department Chair
- F-11 Faculty Evaluation Summary Form
- F-12 Faculty Evaluation Summary Form (After Year 4)
- F-13 Adjunct Faculty Summary Evaluation
- F-14 Recommendations and Prescriptives Form
- F-15 Response to Prescriptives Form
- F-16 Yearly Supplemental Hours Report Form (Faculty services and secondary responsibilities)
- F-17 Faculty Administrator Evaluation Form
- F-18 Department Chair Evaluation Report (Administrative Evaluation)

Appendix – Difference Faculty Evaluation

F-1 Faculty Evaluation Team Responsibilities Form

C. Portfolio Evaluation (Please indicate team members responsible for portfolio review.)

Year 1: By the end of week 12 (fall semester). Year 3: Not applicable Year 2: By the end of week 12 (fall semester). Year 4: Not applicable
--

Assignments:

Team Member

_____	_____
_____	_____
_____	_____

D. Peer Evaluations

To be completed by the end of the fall semester. (Recommended by week 12.)

Responsible Team Member: _____

E. Administrative Evaluation

To be completed by the end of the fall semester.

Responsible Team Member: _____

F. Summary Evaluation

To be completed by the evaluation team.

Includes:

- Peer evaluation summary,
- student evaluation summary,
- portfolio evaluation summary (years 1 and 2),
- classroom visitation summary (if applicable),
- counseling visitation summary (if applicable),
- administrative responsibilities evaluation,
- faculty self-evaluation, and
- yearly report of supplemental hours.

Date and time: _____

Year 1: By the end of the fall semester Year 2: By the end of the fall semester Year Year 3: By the end of week 6 of the spring semester Year 4: By the end of week 6 of the spring semester

G. Responses to Prescriptives (if applicable)

Must be addressed in writing by the faculty member and the evaluation team must respond before completing the subsequent year evaluation.

Appendix – Faculty Evaluation Forms

F-2 Classroom Visitation Evaluation form

Professor: _____ Date & Time of Visit: _____

Department: _____ Subject Taught: _____

This professor distributes handouts or instructional materials (if any) that are appropriate to content being presented.

6. This professor utilizes effective pedagogical techniques to promote learning and critical thinking.

--	--	--	--	--

7. This professor engages students in the learning process.

--	--	--	--	--

Comments:

C. Class Preparation and Subject Matter Expertise Rating:

1	2	3	4	5
---	---	---	---	---

1. This professor shows evidence of thorough preparation through presentation of course material.

--	--	--	--	--

2. This professor's chosen materials demonstrate academic rigor

Appendix – Faculty Evaluation Forms

F-3 Lab Classroom Visitation Evaluation form

Professor: _____ Date & Time of Visit: _____

Department: _____ Subject Taught: _____

Observer: _____

Second Visit (As needed based on the Faculty Evaluation Committee decision)

Rating:

- 1 Performance exceeds expectations (Used to commend the recipient for performance above the expected)
- 2 Performance meets expectations (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet expectations (Used for unacceptable performance)
- 5 Not applicable/insufficient data

Any rating other than "Performance meets expectations" (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

- A. Lab Classroom Dynamics: Rating: 1 2 3 4 5
- 1. Encourages student participation by inviting questions, allowing students to problem-solve, or encouraging feedback during lab class session

--	--	--	--	--
 - 2. Listens attentively and gives explanations to students with clarity and a non-threatening manner.

--	--	--	--	--

Appendix – Faculty Evaluation Forms

F-4 Student Evaluation Form

Professor:		Course#:	
Course Title:		Time of Class:	
Day/Date of Class:			

Instructor:	
Class:	
Day/Date of Class:	

Today's Date:	
Time of Class:	

Rating:
A Strongly Agree
B Agree
C Disagree
D Strongly Disagree
E Not applicable/Insufficient data

A B C D E

1.

Appendix – Faculty Evaluation Forms

F-6 Portfolio Evaluation Form

Professor: _____ Date: _____

College/Department: _____ Completing Year: 1 2 3 4

The portfolio serves as a way of documenting the performance of those responsibilities that the institution expects of a faculty member. Each professor's portfolio will be unique and will vary according to what is appropriate for each teaching discipline. It is expected that as the professor moves through the evaluation process the nature and extent of the portfolio will change according to the individual's experience. The portfolio should include contributions in each of the areas

Appendix – Faculty Evaluation Forms

F-7 Self-Evaluation Form - Faculty

Professor: _____ Date: _____

College////////F

Appendix – Faculty Evaluation Forms

F-8 Self-Evaluation Form – Department Chair

Department Chair: _____ Date: _____

Department: _____ College: _____

The self-evaluation report must be submitted by the end of the week eight (8) of the spring semester

A. Summary of accomplishments and performance based on Department Chair Performance Expectancies

Areas of excellence:

Areas for improvement:

B. I will be working on the following self and professional improvement items in the ____-____ academic year. (List your top goals)

Goals & Objectives:

Action Plan:

C. I need the following assistance:

- Equipment, support, conferences, training, etc.

- The Dean, Associate Dean, or Department Chair can give me assistance by:

D. I have met, or will meet, my four (4) hours of mandatory department chair training this year by participating in the following:

E. Signatures:

Department Chair: _____ Date: _____

Dean or Designee: _____ Date: _____

F. Dean or Associate Dean Comments (optional):

Appendix –

- I. Meets campus deadlines.

Appendix – Faculty Evaluation Forms

F-11 Faculty Evaluation Summary Form

Professor: _____ Date: _____

College/Department: _____ Completing Year: 1 2 3 4 ____

Rating:

- 1 Performance exceeds expectations (Used to commend the recipient for performance above the expected)
- 2 Performance meets expectations (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet expectations (Used for unacceptable performance)
- 5 Not applicable/insufficient data

Any rating other than “Performance meets expectations” (#2) must be accompanied by an explanatory remark by the evaluator. Remarks or specific suggestions for change optional in “comments” space provided.

A. PEER EVALUATION SUMMARY Rating: 1 2 3 4 5
Team Comments (mandatory):

--	--	--	--	--

B. STUDENT EVALUATION SUMMARY Rating: 1 2 3 4 5
Team Comments (mandatory):

--	--	--	--	--

C. PORTFOLIO EVALUATION SUMMARY Rating: 1 2 3 4 5
Team Comments (mandatory):

--	--	--	--	--

D. CLASSROOM VISITATION EVALUATION SUMMARY, if applicable Rating: 1 2

Professor: _____ Date: _____

Department/College: _____

A. Summarize the progress made on goals and objectives from years 1 and 2:

B. Summarize Self Evaluation Findings from years 1 and 2:

C. Summarize all Yearly Reports of Supplemental Hours to the University for the previous three years:

D. Signature:

Professor _____ Date: _____

E. Reviewed by:

Dean or Designee _____ Date: _____

POLICY -

POLICY -

Appendix – Faculty Evaluation Forms

F-14 Recommendations and Prescriptives Form

Professor: _____ Date: _____

College/Department: _____

Faculty Completing Year: 11

Appendix – Faculty Evaluation Forms

F-15 Response to Prescriptives Form

Professor: _____ Date: _____

College/Department: _____

Faculty Completing Year: 1 2 3 4 _____; Adjunct Faculty

A. Professor’s Response to Prescriptives: (submitted upon completion of prescribed activities)

Professor: _____ Date: _____

B. Evaluation Team Response:

Comments:

The professor (check one) has has not satisfactorily addressed the prescriptive conditions applied in the prior evaluation period.

C. Signatures:

Team Faculty Member:

_____ Date _____

Dean or Designee: _____ Date _____

Appen

Every full-time faculty member is required to spend an average of six (6) supplemental hours weekly for professional development and/or services to the University.

Please describe your involvement in the following categories. Do not include overload teaching assignments or teaching activities per the Policy of Faculty Evaluation. It is not necessary to have involvement in every category.

DUE DATE: This form must be submitted to your Dean/Department Chair Office within two weeks following the end of the Spring Semester. Academic Year ____ - ____

	Involvement/Description:
--	--------------------------

Professional Activities (professional growth, professional/scientific conference, and workshop attendance, etc.)

creation of department goals, the planning of agenda, assessment activities, and curriculum development.

G. Overall Rating:

<input type="checkbox"/>	1	Performance exceeds expectations (Used to commend the recipient for performance above the expected)
<input type="checkbox"/>	2	Performance meets expectations (Used to acknowledge satisfactory performance of duties and responsibilities)
<input type="checkbox"/>	3	Improvement recommended (Used to warn the recipient that performance is below what is expected)
<input type="checkbox"/>	4	Performance does not meet expectations (Used for unacceptable performance)
<input type="checkbox"/>	5	Not applicable/insufficient data

H. Comments by Professor (Optional):

I. Signatures:

Administrator: _____ Date: _____

Professor: _____ Date: _____

Appendix – Faculty Evaluation Forms

F-18 Department Chair Evaluation Report (Administrative Evaluation)

Department: _____ Date: _____

POLICY -