

ELIZABETH CITY STATE UNIVERSITY
Policy on Annual Evaluation of Faculty Instructional Performance

Preamble

This policy shall govern the manner in which faculty instructional performance is annually evaluated at Elizabeth City State University (ECSU). The instructional evaluation process incorporates collegial input and is a means of examining faculty performance relative to ECSU's goal of providing high quality instruction. All faculty members shall be subject to this policy. The annual faculty evaluation on instructional performance is separate and distinct from the comprehensive cumulative post-tenure review process for tenured faculty members as set forth in ECSU Policy 300.2.1.2.

A. Annual Evaluation Process on Instructional Performance

All faculty members must undergo an evaluation of instructional performance by their Department Chairpersons and/or Senior Faculty members on an annual basis. This evaluation is a process that will summarize all aspects of a faculty member's instructional performance. The instructional performance evaluation shall be a component in the overall annual faculty review and will include notification being given to the faculty member being evaluated. The criteria for assessment and written feedback will be shared with the faculty member being evaluated. The instructional performance evaluation process includes the following procedures:

- i. The Department Chairperson will notify each faculty member of the projected date of their annual instructional performance evaluation;
- ii. An evaluation of the faculty member's teaching effectiveness will be made during a classroom visitation to assess measures such as lesson objectives, student engagement and student/teacher interactions;
- iii. The Department Chairperson will provide a written evaluation to the faculty member and meet with the faculty member within ten (10) working days to discuss the review. A negative evaluation must include specific descriptions of shortcomings relative to teaching effectiveness and indicate agreement or disagreement;
- iv. The faculty member has the option of submitting a written response to the evaluation within five (5) working days of receipt to be attached to the evaluation.
- v. After reviewing the evaluation and faculty submissions, if any, the Department Chairperson shall provide to the Provost and Vice Chancellor for Academic Affairs, through the School Dean, acknowledgment of completion of the evaluation.

B. Recommendations for Improvement

For a faculty member receiving a negative evaluation, recommendations must be provided by the Department Chairperson to outline steps the faculty member may take for improvement.

C. Use of Evaluation Results

Annual evaluations of instructional performance shall be used as part of the assessment process for promotion and tenure applications.