I. Instructional Academic Staff (Category B), including Returning Retired Faculty
    Revised by the Senate (FPSC) 2016-02-19

A. All instructional academic staff, regardless of percentage of appointment, shall be evaluated. The only exception will be instructors paid with one lump sum (i.e. coaches, applied music instructors).

B. Merit evaluations will be done by academic departments and campuses in alternate years, with each committee reviewing Activity Reports, student evaluations, and any other evidence of achievement, over a two-year period. The campus dean must be included in the discussion of campus merit evaluations, but will be excused prior to final deliberations. The department chair will serve ex officio on the department merit committee.

C. Evaluation of instructional academic staff is based on the following:
   1. Annual completion of Activity Report form (IP#301).
   2. Student evaluations for all classes taught in the first two semesters of instruction. Thereafter, student evaluations every third semester (e.g., fall 2001, spring 2003, fall 2004, etc.). (Returning retired faculty shall administer the Student Survey of Instruction every third semester.)
   3. When available, written reports of class visits by members of the instructional academic staff member’s department or delegated authority.

D. It is the responsibility of the campus to notify the instructional academic staff of the requirement to annually submit the Activity Report form and copies of the class visitation reports to the appropriate campus/department committee chair. Before the end of each academic term, the campus is responsible for the distribution of the activity reports form and instructions to all instructional academic staff who have taught during that term.

II. Departmental and campus responsibilities for instructional academic staff, including Returning Retired Faculty.
    Revised 4-24-09
A. **Newly hired** instructional academic staff can expect the following:
   1. A departmental visit will occur within the first semester of initial employment. At the discretion of the department, a visit may also occur in the second semester of initial employment. Some items that may be evaluated are teaching skills, student participation, presentation methods and relevancy of information.

   2. A copy of the visitation report will be sent to the department chair, the chair of the campus evaluation and merit committee, the associate dean, the campus dean and the staff member within 30 days of the classroom visit. After receiving a copy of the visitation report, the instructional academic staff member may elect to contact the department chair for more information.

B. **Returning** instructional academic staff can expect the following:

   1. A departmental visit will occur during the second and third years of employment. Departmental visits during the fourth and fifth years may be conducted at the discretion of the department.

   After the initial five years of employment, departmental visits will occur once every five years. However, departments may request additional visitations, but not to exceed one visitation every two years.

   2. A departmental visit shall occur prior to any promotion of an instructional academic staff member. Additional department visits may be scheduled at the request of the department chair, the campus dean, or the instructional academic staff member. A copy of the visitation report should be sent to the department chair, the chairs of the campus evaluation and merit committees, the associate campus dean, the campus dean and the staff member. The results of the visit will be included in the promotion file.

C. **Returning retired faculty** can expect the following:

   1. A departmental visit may occur at the request of the department chair, the campus dean, or the faculty member.

III. **Implementation**

   Each year the provost shall provide deans and department chairs with detailed set of instructions including deadlines, implementation details and a complete list of instructional academic staff in the pool.

IV. **Performance Evaluation**

   **Revised by the Senate (FPSC) 2013-04-26**
   **Revised by the Senate (FPSC) 2016-02-19**
A. Each year, the relevant campus committee or department will review the evaluation materials and decide whether an instructional academic staff member is meeting the expectations for the position. A performance rating will be assigned as follows:

- "meritorious": exceeding expectations;
- "satisfactory": meeting expectations;
- "unsatisfactory": failing to fulfill expectations.

B. When the evaluation process is completed and a rating has been determined, the department chair or campus committee, depending on which does the evaluation, will inform the campus dean, the associate campus dean, the director of HR, and the instructional academic staff member of the results. An unsatisfactory rating may result in nonrenewal of a teaching contract.

C. Instructional Academic Staff must be given written notification of merit, including information about how to improve their performance if the merit rating is less than Satisfactory, in compliance with Academic Staff Personnel Policy #804.

V. Reconsideration Appeal Process
If the instructional academic staff member does not agree with the evaluation, he/she should contact the department chair or campus committee to ask for reconsideration of the results. The instructional academic staff member should submit the reason(s) for reconsideration.