

Policy No. 107

Area: Academic Affairs

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*Original signature is on file in
Office of General Counsel*

Certified by _____

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SUBJECT: Faculty Annual Performance Evaluation Policy

Purpose: The purpose of the evaluation procedure described herein is twofold: to help Faculty Members improve their professional performance and to provide those individuals responsible for making career decisions with information regarding faculty performance. The Administration subscribes to the principle of a university-wide evaluation program as a means of evaluating the performance of the members of the various components of the University, and as a tool to assist members of the University to improve their performance, and to maximize their growth in the profession.

Guiding Principle: Fairness requires that the criteria for evaluation be known to the Faculty Member. Fairness requires that the annual evaluation provides clear, actionable feedback that promotes high quality faculty work. A negative decision on reappointment, promotion, or tenure should not be the first critique a Faculty Member receives. Fairness also demands that all persons participating in the evaluation process are consistent and conscientious in their assessments and adhere to the rules, guidelines, and procedures established. The evaluation is comprehensive and includes standardized, objective, and measurable performance metrics. The evaluation includes an assessment of performance for each of the following areas that the faculty member has spent at least five percent of their annual work time on over the preceding year: instruction, research, service. The summary assessment of each performance area includes the parameters “exceeds performance expectations,” “meets performance expectations,” or “does not meet performance expectations.”

Scope of Evaluations of Faculty: Evaluations of faculty will be conducted as follows:

- a) **Student Evaluation of Faculty:** Faculty Members will be evaluated by students each semester in classes they teach. Should a Faculty Member feel that there are serious and compelling reasons why a specific course in a given semester should not be evaluated, he/she may submit a written request for exclusion to the Dean. If the Dean approves the request, the course shall be excluded from evaluation.

Procedure: The Administration will provide appropriate materials and will make

arrangements for the administration of evaluations. The specific procedures for student evaluation of faculty will be those most recently adopted by the University Senate. Any modification of these procedures must be approved by the University Senate and the Provost and Vice President for Academic Affairs. Instrument: The instrument used for student evaluation of faculty will be the instrument most recently adopted by the University Senate and approved by the Administration. Any amendment of the current instrument must be adopted by the Senate and approved by the Provost. Report of Results: Summaries of student evaluations of faculty will be made available to Faculty Members no later than one month following the close of the evaluation period. Copies of the summaries of student evaluations will be placed in the Faculty Member's Official Personnel File. Inclusion of Results: Student evaluations of faculty account for at least twenty-five per cent of the teaching area component of the annual faculty evaluation.

- b) **Department/Unit Evaluation of Faculty**: The Department Chairperson or Associate Director of Research, after consultation and input from the tenured members of the Department/Unit, will meet annually with each Faculty Member, during the spring semester, to review that Faculty Member's professional growth. (If the Department Chairperson or Associate Director of Research is not tenured, his/her evaluation will be conducted according to Item C below.) In every case, the Department Chairperson or Associate Director of Research and the Faculty Member will have a shared responsibility to ensure that such an evaluation takes place. This annual evaluation will include a discussion of the Faculty Member's professional performance, a review of his/her tenure eligibility and probationary status, a review of his/her career plans, a discussion of the additional support the Faculty Member may require, and where appropriate, an action plan to correct deficiencies, and to ensure professional growth. At the conclusion of each meeting, the Chair or Associate Director will prepare a written summary. The Faculty Member may indicate, in writing, any differing opinions about the content of the summary statement. Such written opinion will become part of the summary statement. The statement(s) will become part of the Official Personnel File maintained by the Administration. The Department/Unit and Faculty Member will each retain a copy of the statement(s). By April 30 of each year, the Department Chairperson or Associate Director of Research will forward all evaluations to the Dean, and certify that they have been completed, or explain the reason(s) for any missing evaluations. By May 31 of each year, the Dean will forward all evaluations to the Provost and Vice President for Academic Affairs for inclusion in the Faculty Members' official personnel files.

In addition, first year faculty will meet during their first semester of service with the Department Chairperson or Associate Director of Research. This meeting between the Department Chairperson or Associate Director of Research and new Faculty Member will include a discussion of the Faculty Member's professional

performance, a review of his/her career plans, a discussion of the additional support the Faculty Member may require, and a discussion, for tenure track Faculty Members, of the Department's/Unit's expectations of the Faculty Member during the probationary period. At the conclusion of the meeting, the Chair or Associate Director will prepare a written summary which will be shared with the new Faculty Member. This formative summary will not become part of the new Faculty Member's personnel file.

- c) Departmental Evaluation of Department Chairpersons: Department Chairpersons will be evaluated in their role as members of the faculty by the Department's Peer Evaluation Committee during each Spring semester. The Committee will designate one of its members to prepare the summary. All other procedures of the evaluation will be conducted in the manner specified in (b) above except that the Department Chairperson will not review himself/herself.
- d) Evaluation of Faculty Members with Responsibilities in Two Departments or in a Department and a Unit: Some Faculty Members, particularly Research Faculty, may have most of their responsibilities in one department/unit but some responsibilities, usually limited teaching, in another department/unit. These departments/units are referred to, respectively, as primary and secondary departments/units. For these Faculty Members, the annual evaluations described above are executed by the primary department/unit. However, student evaluations of the courses that they teach in the secondary department/unit will be done and the department chairperson or Associate Director of the secondary department/unit will provide a written assessment of the Faculty Member's teaching performance to the chairperson or Associate Director of the primary department/unit. That assessment, in the form of a letter by the chairperson or Associate Director of the secondary department/unit, shall be considered by the primary department/unit in its evaluation of the Faculty Member.

The Faculty Annual Performance Evaluation policy must be updated and adopted every five years from the date the policy is adopted.