

FACULTY PERFORMANCE REVIEW POLICY

The Department of English follows the University *Faculty Performance Review Model*, which requires a biennial evaluation of all tenured faculty to determine whether each is *Contributing Exceptionally*, *Contributing*, or *Contributing Below Expectations*.

When prompted, each faculty member shall submit a report that describes his or her teaching, scholarship/creative activity, and service. Each faculty member must specify the weight percentage of each of the three areas (totaling 100%) that reflects the degree to which each area should be emphasized in the review. The Personnel Committee and the Department Chairperson will independently evaluate each faculty member's performance in each of the three areas and determine if it "exceeds expectations," "meets expectations," or "does not meet expectations." Each faculty member's overall performance (*Contributing Exceptionally*, *Contributing*, or *Contributing Below Expectations*) will then be determined as outlined in the *University Faculty Performance Review Model*.

To be considered *Contributing Exceptionally*, a faculty member must demonstrate how his or her performance "exceeds expectations" in two of the three areas and "meets expectations" in the third, or "exceeds expectations" in one area weighted 60% or above and "meets expectations" in the other two.

This report shall not exceed three pages (plus attachments). To be considered *Contributing*, a faculty member needs to submit only a list of activities in each area that meets the following criteria and definitions:

Teaching: List courses taught by semester, with course number, title, and enrollment for each course. Provide evidence of teaching effectiveness.

"Exceeds Expectations" – Excellence recognized by students and peers. Extra teaching, advising, curriculum development, or M.A. committee responsibilities.

"Meets Expectations" – Teaches classes as assigned, following the guidelines in *Literature and Language at ISU*, *Writing at ISU*, and *Creative Writing at ISU*.

"Does Not Meet Expectations" – Does not teach courses according to Department and University guidelines.

Scholarship/Creative Activity: Provide an MLA citation for each presentation or publication. List other scholarly accomplishments. Provide a brief description of scholarly/creative projects forthcoming or in progress. As allowed by the *University Faculty Performance Review Model*,

"Evaluations, particularly of scholarship, may also consider the continuing merit, stature, and benefit of each faculty member's overall career achievements."

"Exceeds Expectations" – A single exceptional accomplishment, or multiple presentations, publications, or activities of professional importance.

"Meets Expectations" – Presents a paper at a professional meeting or has a publication, or has a project in progress or forthcoming.

"Does Not Meet Expectations" – No presentation or publication. No project or activity forthcoming or in progress.

Service: Provide a list of committees and assignments, with roles, and years of membership.

"Exceeds Expectations" – Serves on Department standing committees, ad hoc committees, and work groups. Performs College, University, Community, or Professional service. Holds leadership positions.

"Meets Expectations" – Contributes to the work of departmental committees as assigned and elected. Performs other assigned duties.

"Does Not Meet Expectations" – Does not attend meetings or contribute to the work of committees, nor performs other assigned duties.

Faculty will have the opportunity to preview and discuss their evaluations with the Personnel Committee and the Department Chairperson before the evaluations are sent to the Dean.