

POLICY AND PROCEDURES FOR FACULTY PERFORMANCE EVALUATION (TRIENNIAL REVIEW)

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I. Policy

Per university policy, all regular university faculty are evaluated annually by the Chair and triennially by the Department (Personnel Committee and Chair) according to their assigned domains of work. Although not its primary purpose, this information is used to inform salary adjustments. Faculty member's performance will be evaluated for each assigned component (teaching, research/scholarship, service) and rated as Meets Expectation or Does Not Meet Expectations. A faculty member's overall performance is classified as Contributing, or Contributing Below Expectations.

II. Procedures

The triennial period of evaluation is August 1 of year one through July 31 of year three. The deadline for submission of materials is Sept. 20th of *each* year of the cycle. The process of review will follow the procedures outlined in the most recent Faculty Performance Evaluation Model document. The department criteria used to determine level of performance in teaching, scholarship and services are outlined below.

III. Criteria for Determining Performance Level for Triennial Review

A. Teaching

Does Not Meet Expectations: Absence of teaching evaluations could result in rating of Does Not Meet Expectations for teaching, unless there is a legitimate reason for missing evaluations. A pattern of below average course evaluation (i.e., under mean of 3.0 across courses) across the review period may be evidence of performance that does not meet expectations.

Meets Expectations: Evaluation of teaching will consider classroom instruction, clinical supervision, and/or research supervision. It is anticipated that student evaluations are generally positive (i.e., a mean of 4.0 or above on most 5-pt scale items).

B. Research/Scholarship

Does Not Meet Expectations: A failure to engage in scholarly activity that results in the requisite presentations, publications or other scholarly activities identified below.

Meets Expectations: To Meet Expectations, the faculty member must meet both of the following criteria during the three-year period:

1). One paper (e.g., scholarly article or book chapter) in press or in print. The paper does not have to be based on empirical data but it must be peer-reviewed.

2). Any one of the following: a) A second peer-reviewed paper (e.g., scholarly article or book chapter) in press or in print; b) a manuscript (e.g., scholarly article or book chapter) under peer review; c) a conference presentation; d) a major work in progress such as a book; or e) the development or submission of an internal or external research-focused grant.

C. Service

Does Not Meet Expectations: Aa pattern of non-responsiveness, non-contact, or not meeting with assigned advisees and/or a pattern of not serving on and/or participating in department or extra-departmental work in support of the missions of our programs.

Meets Expectations: Faculty are expected to be responsive to, maintain contact with, and regularly meet with assigned advisees. In addition, to “meet expectations” for a triennial review cycle, faculty must meet both of the following criteria:

- 1) Evidence some departmental service including, but not limited to: participation on a department or program-level committee, serving as advisor to student organizations, organizing/coordinating student events such as colloquia/workshops, etc, and/or a pattern of collegial helpfulness in other ways (i.e., participating in new/transfer student orientations).
- 2) Evidence some extra-departmental service including but not limited to: membership on college/university committees, participation in college/university governance, discipline-related service professional service (i.e, journal or textbook reviewing), or discipline-related community service (i.e., granting interviews or giving community talks on professional matters, providing professional services, etc).

IV. Performance Determination

A. Personnel Committee (Year 3)

For the triennial review (Year 3), the personnel committee will determine each faculty member’s performance level according to the above criteria in their domains of work and forward their recommendations to the Chair. Individual Personnel Committee members will absent themselves during any deliberations on their own evaluation.

B. Chairperson Determination (Years 1-3)

1. Annual (Year 1 and 2) Review. In Years 1 and 2 of the triennial review cycle, the Department Chair will review the submissions of each faculty member to determine whether they are meeting expectations in each of their assigned domains or not. Faculty will be determined as “meeting expectations” in an annual review if the Chairperson deems them “on track” toward meeting expectations for the 3 year cycle. This would include: teaching evaluations consistent with departmental standards, progress toward research expectations (e.g., conference submissions, draft manuscripts, etc), and progress toward service requirements (e.g., meeting with advisees, committee volunteerism).
2. Triennial (Year 3) Review. The Personnel Committee will forward the performance ratings to the Department Chairperson. If the Chairperson evaluates a faculty member differently in a domain than the Personnel Committee, the Chairperson should inform the Committee and explain the basis for this recommendation in an attempt to reconcile the evaluations. The Department Chairperson will then inform each faculty member of their own determinations, and those of the Personnel Committee if they are not reconciled.

C. Failure to Comply

By university policy, faculty members who do not complete their annual report may be determined to be “not meeting expectations” in any or all faculty domains.

V. Outcomes & Appeals

Per university policy, determinations of faculty performance will be forwarded for college-level review.

Faculty members who are identified as not meeting expectations in one or more domains of expected work will meet with the Department Chair and Chair of Personnel to develop a professional improvement plan. They may also be ineligible for salary adjustments until they are meeting expectations in all domains.

Determinations of “not meeting expectations” may be appealed to the college.

Approved: 1-22-2021 (15-0-0)