



Indiana State University
College of Technology
Department of Applied Engineering
and Technology Management

Faculty Performance Evaluation
Biennial Review Policy
2017 – 2019 Cycle

To align with University policy, biennial review evaluates faculty members as meeting or not meeting expectations in assigned domains. Faculty members may only receive an overall evaluation of *meets expectations* or *does not meet expectations*.

Department Review and Evaluation

- The Department Promotion and Tenure Policy is the basis for the Biennial Review.
- The Department Personnel Committee will complete its review and evaluation according to guidelines in force.

Domain Evaluation

For each domain, meeting expectations is defined as sustained performance during the biennium. To meet expectations for a domain, the following criteria must be met.

- Have the degree and work experience required for the rank.
- Meet the Basic Expectation of All Faculty Members related to the assignment.
- Demonstrate fulfillment or adequate progress concerning any previous conditions or goals.
- For the applicable rank, accomplish the enumerated activities in the following table.
- The table below (including enumerations) is based on the current AETM Dept. Promotion and Tenure document.

| Enumeration Table for Biennial Review | | | | |
|--|-----------------------------|---------------------|---|---|
| | Instructor & Sr. Instructor | Assistant Professor | Associate Professor | Professor |
| Teaching | 1.5 | 1.5 | 1.5 | 1.5 |
| Scholarship | As assigned | 1.5 | 1.5 | 1.5 |
| Service | As assigned | 1.5 | 1.5 | 1.5 |
| Minimum Total for Overall Evaluation of Meeting Expectations | 2 | 6 | 6 – 1 must be from substantial or excellent categories. | 6 – 1 must be from substantial or excellent categories. |

Buy-out and reassignment. Buy-out or reassignment $\geq 50\%$ reduces the required teaching enumeration for the meeting and exceeding categories to $\frac{1}{2}$ of the table enumerations. Reassignment can be to an administrative or other, 4th, category (in addition to the three faculty domains of teaching, scholarship, and service).

Overall Evaluation

Overall evaluation considers the evaluation of each domain and the minimum total from the table above.