



## **Handbook Of Operating Procedures**

**Section:** 6.2.2  
Originally Approved: 05/09/91  
Last Amended: 05/25/04  
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Page 1 of 2

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### **ANNUAL FACULTY EVALUATION**

#### **A. Purpose**

It is the purpose of this policy to provide guidelines for the annual evaluation of full-time faculty (lecturers, tenure-track/tenured faculty).

#### **B. Objectives**

Each fall semester, all full-time faculty employed during the preceding year at The University of Texas-Pan American will normally be evaluated in Teaching Effectiveness, Professional Achievement (Research/ Scholarship), and Professional Service. The objectives of this annual evaluation are to provide full-time faculty with an appraisal of their job performance, to provide full-time faculty with a more concrete understanding of ways to achieve professional growth, and to provide a job performance basis for possible merit salary increases. First year, full-time faculty will be evaluated each spring semester.

#### **C. Guidelines**

1. Each college may determine whether evaluation decisions will reside mainly at the college or departmental levels. However, the evaluation process must include at least one elected faculty committee for peer review and may include a supervisory body in charge of monitoring the review process for any irregularity.
2. Normally, the basic evaluation of faculty will be formally completed within each college. College review procedures must include internal provisions for faculty to request reconsideration of their evaluations. Faculty who are not in agreement with their college evaluations and who have exhausted all college reconsideration opportunities may request, in writing, within ten calendar days after the college process is finalized, that the Provost/Vice President for Academic Affairs review their annual evaluations.
3. College review procedures must result in a written evaluation for each faculty member's job performance and rate the faculty member's performance in terms of levels of achievement as defined by departmental and college policies.
4. College procedures, criteria and performance standards (including instruments for assessment), weighted emphasis given to the three performance areas, and number/function of review levels must be approved by the Dean and Provost/Vice President for Academic Affairs and by a majority vote of tenured and tenure-track faculty in each school. The college faculty may choose to delegate their approval authority to an elected faculty committee.



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Page 2 of 2

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5. The emphasis allowed for each of the three performance areas (teaching, professional achievement, professional service) should be commensurate with each faculty member's responsibilities and assigned duties. Like other faculty members all departmental chairs shall be evaluated in three performance areas commensurate with their responsibilities and assigned duties. The college procedures, criteria, and performance standards (including instruments for assessment) approved for all faculty members shall also apply to departmental chairs. Because of the nature of this position, a department chair shall be able to claim up to 50% of his or her evaluation weights in the service area. Nothing in this section, however, should be construed to override or conflict with the University policy regarding Review of Academic Administrators.
6. Each Dean must ensure that records of the process for approving college procedures and criteria/performance standards are kept and available.
7. Approved evaluation procedures must include provisions for keeping detailed records of the evaluation process.
8. Each Dean will be responsible for ensuring that copies of the college procedures, criteria/performance standards, and assessment instruments are available to all faculty and that at least one copy is kept in departmental and other pertinent administrative offices.
9. Each college must make provisions for systematic and continuous review of its faculty evaluation process. However, any changes in college criteria and performance standards will not become effective until the next academic year after approval.
10. The faculty evaluations shall be used in determining merit salary increases for faculty on continuing appointments and to determine merit-based factors in salary terms for re-employment of faculty not on continuing appointments. Faculty evaluations for all years since the last awarding of merit funds should be used.
11. The President shall have the responsibility for making recommendations to the Executive Vice Chancellor for Academic Affairs for final recommendation to the Board of Regents of The University of Texas System with regard to merit salary increases. Such recommendations must be approved by the Board of Regents prior to becoming effective.

#### **D. Review**

This policy shall be reviewed every five years by the Provost/Vice President for Academic Affairs in consultation with the Faculty Senate.