**First and Third Year Faculty Review Guidelines**

**EVALUATION**

The goal of evaluation is to enhance the performance of each faculty member and improve the quality of the total college academic program. Continued professional, personal, and spiritual development is important for all faculty members. Teaching faculty members at Goshen College are expected to perform their assignments competently and to participate actively in the life of the campus, community and church.

The more thorough evaluations of faculty will occur at the time of eligibility for a sabbatical and in the process of applying for promotion and tenure. See the Sabbatical and Evaluation & Review sections of the Employee Handbook for further information.

Department chairs will complete first and third year evaluations for departmental faculty members.

**FIRST AND THIRD YEAR EVALUATION PROCESS STEPS:**

Faculty Members will submit the following to their department chair and meet with the chair to discuss.

1. A completed “Teaching Faculty Performance Check List”

2. A written “self-evaluation” follows the categories on the Teaching Faculty Performance Check List

**a. Christ-Centered**

 - Contribution to church and personal faith commitment

**b. Passionate Learner**

- Contribution to the college in teaching

- Contribution to academic discipline

**c. Servant Leader**

- Contribution to college community

**d. Compassionate Peacemaker**

**-** Contribution to campus, local community and society

**e. Global Citizen**

**- -**Contribution to intercultural understanding

**DEPARTMENT CHAIR (OR DELEGATE) RESPONSIBILITIES**

1. Write a summary of observations of one class session

2. Write a summary of course evaluations

3. Solicit input from select students (agreed upon by the chair and faculty member under review) through e-mail or in a meeting about the strengths of the faculty member and the areas for improvement. Write a summary of their input.

4. Complete the “Teaching Faculty Performance Check List”

5. Meet with the faculty member and review his/her “Teaching Faculty Performance Check List” and self-evaluation and share your summaries and check list.

6. Submit the following to the Academic Dean:

 a. The faculty member’s “Teaching Faculty Performance Check List” and self-evaluation

 b. Chair’s or delegate’s “Teaching Faculty Performance Check List”.

c. A written statement by the chair or delegate that summarizes the discussion of the Performance Check List, the review of student evaluations, student input, classroom observations, affirmations of the faculty member’s work and any requested steps to address areas of concern. The written statement will be shared with the faculty member being evaluated, who may exercise the privilege of including a comment on the evaluation.

The documents submitted to the Academic Dean will be part of the faculty member’s permanent record and will be available to the Rank and Tenure Committee or anyone to whom responsibilities have been delegated related to promotion, sabbatical and tenure applications.

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