

## UNIVERSITY MANUAL, SECTION 305

### 305 Performance Evaluations

#### 305.13 Periodic Evaluation of Tenured Faculty Members

Periodic evaluation of tenured faculty members not under consideration for promotion shall be conducted by a department committee of full-time tenured faculty members elected by the probationary and tenured members of the department. This committee may be the RTP committee, a subcommittee of the RTP committee, or a separate committee. Each department shall develop criteria and procedures to be used for periodic evaluation of tenured faculty members, which shall be submitted to the dean or director for approval no later than March 15.

Tenured faculty members and tenured faculty members on early retirement (FERP) shall be evaluated at intervals of no greater than five years. Evaluations shall be conducted during the spring quarter and reported on the appropriate pages of the university faculty performance review form (Appendix 27A). For those with teaching responsibilities, consideration shall include student evaluations of teaching performance. The evaluation of the tenured faculty member shall terminate at the college dean/director's level.

The faculty member being evaluated shall receive a copy of the reports of the department committee and the dean/director and shall meet with both parties to discuss his/her strengths and weaknesses along with suggestions, if any, for improvement.

A copy of the reports of the peer committee and the appropriate administrator shall be placed in the faculty member's Personnel Action File in conformance with standard procedure for introducing material to a Personnel Action File.