

05-01-20 Performance Evaluation of Faculty Policy

PURPOSE

To provide a structured process for providing regular, ongoing feedback to faculty concerning their overall job performance and development.

DEFINITIONS

- **Faculty.** For purposes of this policy, faculty means all regular full-time faculty.

POLICY/GUIDELINE

I. **General**

- A. Performance evaluations for faculty shall occur at least annually.
- B. The Division of Academic Affairs is responsible for creating the calendar for the annual faculty evaluation cycle. In accordance with the established schedule, the Office of Human Resources is responsible for initiating and overseeing the formal evaluation process for faculty.
- C. The Division of Academic Affairs will develop an effective and appropriate performance evaluation instrument for faculty in consultation with the Office of Human Resources. The Office of Human Resources will provide training to evaluating deans/campus directors on a periodic basis, or as requested by the Vice President for Academic Affairs.
- D. Deans and campus directors must submit all final performance evaluation documents to the Office of Human Resources for permanent record-keeping.

II. **Self-Evaluations**

- A. Faculty shall be required to complete and submit a self-evaluation to the supervising dean or campus director as part of the overall performance assessment.

III. **Effects of Substandard Rating**

- A. A faculty who receives an overall substandard rating, which is any rating that is below competent, satisfactory, meets expectations or other equivalent standard, on an annual or discretionary performance evaluation may be subject to one or more of the following measures:
 1. Prohibited from receiving a regularly scheduled salary increase in accordance with applicable Tennessee Board of Regents' guidelines
 2. Performance improvement plan (PIP), with follow-up evaluation

3. Discipline
 4. Termination
- B. Repeated overall substandard ratings on annual or discretionary performance evaluations may lead to termination.

IV. **Rebuttals and Appeals**

- A. The Division of Academic Affairs shall establish appropriate procedures for faculty to rebut or appeal the dean's/campus director's final evaluation. At a minimum, those procedures shall include the following:
1. **Rebuttal.** A rebuttal is a written response to the dean's/campus director's final evaluation. Generally, it should be submitted to the dean/campus director within 14 days of the evaluation and will become part of the permanent record maintained by the Office of Human Resources.
 2. **Appeal.** An appeal is a formal, written petition to the Vice President for Academic Affairs to correct factual errors in the dean's/campus director's final evaluation. An appeal is only permitted when the final rating is substandard. The timeline for filing appeals shall be determined by the Division of Academic Affairs when establishing the annual calendar for the faculty evaluation cycle. After a thorough and careful review of the facts, the Vice President for Academic Affairs shall provide a written decision to both the appellant faculty member and the evaluating dean/campus director. The appeal and the Vice President's decision becomes part of the permanent record maintained by the Office of Human Resources.

SOURCES

N/A

RELATED POLICIES

- Nashville State Policy 05-01-19

Approved by NSCC Cabinet 7/10/23