

## Annual faculty evaluation

This policy represents the minimal requirements for adequate performance as a faculty member in the School of Justice Studies.

The procedure for annual faculty evaluation is as follows:

- At the beginning of each semester, faculty members WITH THE SCHOOL'S ADMINISTRATORS will identify the percentage of their workload to be designated to each of the evaluation categories (i.e., teaching, service, and scholarship).
- At a time designated by the University School of Justice and Safety administrators will compile a list of faculty activities for the academic year from Digital Measures. It is each faculty members' responsibility to keep Digital measures up to date.
- In addition, those administrators will compile any information on failure of a faculty member to perform a function (i.e. not turning in mid-term grades, final grades, etc.).
- After a review of this data the administrator will determine if the faculty member has met the minimum criteria for faculty performance.
- Faculty failing to meet those standards will be notified promptly in writing and a conference between the administrator(s) and the faculty member, taking place no later one week after written notice is received, will address any concerns.
- If the faculty member wishes to contest the evaluation he or she has one week after the meeting with administrator(s) to file an appeal with the Promotion and Tenure Committee. The P&T Committee will hear the appeal and render a decision no later than two weeks after receiving an appeal.

The criteria for assessing adequacy are as follows:

### Category 1: Teaching

In order to meet the minimum expectations with regard to teaching all faculty are expected to do the following:

- Demonstrate a basic level of knowledge required to effectively teach each course assigned.
- Prepare and make available a complete syllabus in each class taught.

- Clearly articulate course procedures and expectations to students (e.g., course goals, objectives, policies, texts, schedule, and ways of communicating with the instructor beyond the classroom).
- Meet classes on time and prepared. If unable to meet classes the faculty member makes proper arrangements to have the class covered and informs the chair of the arrangements.
- Post office hours and is accessible to students during those times.
- Maintain an average level of teaching effectiveness, based on university and similar course averages, as indicated by IDEA evaluations.
- Teach at least 12 hours per semester (unless reassignment time is granted).
- Work with and cooperate with administrators in determining class assignments.
- Systematically and fairly evaluate student performance in each class.
- Complete and submit 4<sup>th</sup> week alerts, mid-term and final grades on time.
- Respond cooperatively to assistance and direction if teaching performance has been identified as substandard.

## Category 2: Service

In order to meet the minimum expectations with regard to service all faculty are expected to do one of the following for every 10% of their workload that is assigned to scholarship:

- Serve on a departmental committee.
- Serve on a college committee.
- Serve on a university committee.
- Maintain active membership in relevant professional organizations.
- Serve on committees or in a leadership role for professional organizations.
- Organize panels, serves as chair and/or discussant at professional meetings, conferences, etc.
- Organize, deliver and/or lead workshops, seminars, and/or presentations at professional meetings, conferences, etc.
- Serve as a faculty advisor for student organizations and activities.
- Serve as a faculty mentor for other faculty or students.
- Edit a refereed or non-refereed journal.
- Serve as associate editor or editorial board member of a professional journal or other professional publication.
- Reviews manuscripts and/or journal articles.

- Take an active leadership role in community organizations directly relevant to criminology, criminal justice or social justice.
- Engage in service not specified in the above list which can be identified by the faculty member.

### Category 3: Scholarship

In order to meet the minimum expectations for scholarship all faculty are expected to do one of the following for every 10% of their workload that is assigned to scholarship.

- Publish a journal article, monograph, technical report, book, edited volume, chapter in a book, an article in a non-refereed professional publication, blog entry, or encyclopedia entry.
- Revise a book.
- Present a paper at a professional conference.
- Participate in a roundtable, workshop or poster session at a professional conference.
- Prepare and submit a grant proposal, either internal or external to the university.
- Be involved in a funded research project
- Submit an article for review in a refereed journal.
- Submit a book proposal to an academic publisher.
- Engage in a scholarly activity not specified above which can be identified by the faculty member.