

Criteria and Procedures for Evaluation of Departments Fall 2018 - Spring/Summer 2019

In general, the most important criteria in the evaluation of a department are the quality of its faculty's performance in teaching, scholarship and creative activity, service, outreach, and the ability of the faculty to establish and implement departmental goals and objectives which meet the needs of students, the institution, state, and the nation. The collegiality and ability to develop collaborative initiatives is also a critical component.

The following criteria are used in evaluating departments.

- Teaching
 - Quality and innovation of teaching as evidenced by multiple measures
 - Quality and innovation of departmental advising for majors
 - Recognition and awards received for teaching

- Scholarship and other Creative Activities
 - Evidence of participation in scholarship and creative activities, whether sponsored nor not
 - Quality and number of publications, presentations or other forms of dissemination valued within departments and in the discipline
 - Recognition of quality and impact of scholarship or creative activities by national and international organizations
 - National and international recognition of the department through invitations to faculty to participate in meetings, conferences, or creative productions
 - Opportunities for students to participate in scholarship and creative activity
 - Ability to create an atmosphere conducive to scholarly and creative activity (e.g., through collaborations among faculty members)
 - Number of grant proposals, contracts, and other funding opportunities submitted and number of initiatives funded, if appropriate to the discipline
 - Recognition of faculty and student achievements in scholarship and creative activity

- Service
 - Active participation of departmental members in local, national, and international organizations
 - Participation of departmental members in activities that help in the administration of the university, college, and department
 - Initiatives focused on recruitment and retention of students
 - Placement of graduates and continued relations with graduates

- Outreach and Extension
 - Participation of departmental members in outreach activities relevant to the discipline

- Other Considerations
 - Collegiality among the faculty members, staff members, and students, that enables the department to create an atmosphere of unity and mutual helpfulness in carrying out its goals
 - Evidence of shared visions and goals, collaborative work, and spirit of innovation
 - Willingness to collaborate within the department and across departments in the pursuit of broader goals (e.g., at the college or institution level)

The following procedures will be used for the evaluation of departments.

- Each fall semester, the Department Head will provide the Dean with faculty annual reports and copies of previously approved Allocation of Effort forms for the period being evaluated; his/her appraisal of individual faculty members; a summary table of the faculty's accomplishments and ratings in teaching/advising, scholarship/creative activity, service and outreach, and a summary and analysis of departmental activities (format to be provided).
- The Dean and/or Associate Deans will read and assess the reports of individual faculty members and the summaries and analyses of departmental activities. The Dean may request modifications of the evaluations of individual faculty members until a consensus with the Department Head is reached.
- After the Dean and Associate Deans discuss the performance of the departmental faculty, they will evaluate the departments based on agreed upon criteria from the materials submitted by the Department Heads and from departmental Function and Criteria Statements.
- At the appropriate time, the Dean will provide the Department Head with a written appraisal of the department.