

College of Social Work and Criminal Justice Annual Faculty Evaluation Procedures

Approved by the College of Social Work and Criminal Justice Faculty Assembly on September 16, 2025
Approved by the Provost's Office December 8, 2025

The annual faculty evaluation is one of the most important activities conducted by the Schools and College. This document establishes the procedures by which each School is to conduct annual evaluations for faculty. The evaluation period is the calendar year and based on the annual assignments under the review period.

1. The annual evaluation begins with the individual faculty member's completion of the *Self Evaluation*. The School Director responds with the *Director's Assessment*. The Director will offer the faculty member the opportunity to discuss the *Director's Assessment* and *Progress Toward Tenure Review*, if applicable, prior to it being finalized. Associate professors may request that the Director complete the *Progress Toward Promotion to Professor* document during the annual evaluation process. The Collective Bargaining Agreement (CBA) **requires the annual faculty evaluation be completed within 90 days of the close of the evaluation period.**
2. Each faculty member must complete a *Self Evaluation* and submit it to the School Director by the 2nd Friday in February. This *Self Evaluation* is a requirement, and it is the individual faculty member's responsibility to ensure it is completed and submitted on time. Faculty members who have not submitted their *Self Evaluation* by the 2nd Friday in February are in non-compliance and are subject to sanctions, which may range from a reminder notice to a letter of reprimand. Faculty members who have not submitted a *Self Evaluation* by the 2nd Friday in February can be assessed by the Director without it.
3. The School Director uses the *Self Evaluation*, School annual evaluation criteria, and any other supporting materials provided by the faculty member to complete the *Director's Assessment*. The *Director's Assessment* must include the justifications for evaluation scores pertaining to instruction, scholarship, and service.
4. The Director must complete the annual *Progress Toward Tenure Review* form for all tenure-track faculty. The annual *Progress Toward Tenure Review* is a snapshot of each year's contribution to overall progress toward achieving tenure and is based on the annual evaluation. Tenured faculty in the school shall review each tenure-track faculty member and provide unofficial feedback to the Director regarding the faculty member's progress toward tenure by the end of February. The Director will offer the faculty member the opportunity to discuss the *Director's Assessment* and *Progress Toward Tenure Review*, if applicable, prior to its being finalized. Upon closing of the meeting, if the faculty member still has concerns regarding their annual evaluation, they may request a meeting with the Dean as per CBA 10.3b.
5. The Director and the faculty member must both sign and date the *Director's Assessment* and the *Progress Toward Tenure Review*, if applicable. The faculty member's signature only affirms the faculty member's receipt of the evaluation. The faculty member has the right to submit a response to the *Director's Assessment*. In such cases, the faculty member's response to the *Director's Assessment* will be filed with the evaluation. The evaluation packet for each year should include the assignment for the evaluation period, the *Self Evaluation* by the faculty member, the *Director's Assessment* and, if applicable, the *Progress Toward Tenure Review* or

the *Progress Toward Promotion to Professor*. The Collective Bargaining Agreement (CBA) **requires the annual faculty evaluation be completed within 90 days of the close of the evaluation period.** It is the school Director's responsibility to ensure that this deadline is met.