

## Policy and Procedure

**SON OP:** 20.075 Annual Faculty Evaluation Policy

**PURPOSE:** Members of the faculty direct the learning enterprise of an academic program and are responsible for assuring the quality of the academic programs. Thus, having an effective system of faculty evaluation in place is imperative. The concept of faculty evaluation encompasses a range of processes designed to assess the quality and effectiveness of the performance of each member of the faculty. The overall evaluation system consists of a variety of components and is consistent with the Gayle Greve Hunt School of Nursing Strategic Plan and Mission.

**REVIEW:** This policy shall be reviewed by the Associate Dean by the end of September 1st on odd-number years and submitted to the Dean or his/her designee for final approval.

## POLICY/PROCEDURE

The Annual Faculty Evaluation process within the Gayle Greve Hunt School of Nursing assesses and evaluates the effectiveness of each faculty member in accordance with published criteria and in terms of support for promoting effectiveness of student learning outcomes. The annual evaluation is based on faculty performance during the academic year, September 1<sup>st</sup>. through August 31<sup>st</sup>. The criteria are sufficiently broad for use by all faculty regardless of faculty status, i.e., rank and tenure/non-tenure track. The criteria for evaluation are based on the promotion and tenure criteria by rank as published in the *Faculty Handbook*.

The Faculty Annual Evaluation includes:

1. Goal setting and Outcomes

- Faculty is encouraged to focus on 3 or 4 goals each academic year with the intent of completing all goals within the evaluation cycle. (*Attachment C*).

2. Highlighted CV\*

\*Submit an updated copy of your *Curriculum Vitae* for that evaluation cycle and *highlight* activities related to the following:

- Teaching
- Scholarship
- Service
- Clinical Service activity as appropriate

Additional supporting documents may be submitted to support the evaluation, such as letters from peers, students, administration regarding performance, cover pages for grants awarded, etc.

Use the criteria for current rank, track and focus area to establish annual goals and outcomes. To prepare for the evaluation:

- *Review* goals from the prior academic year and determine the outcome of those goals that demonstrate accomplishments. Detail is important.
- *Project* goals for the upcoming academic year. Build on accomplishments for current rank, track, and focus area while planning ahead for the requirements of the next rank. Meet with program chair or designated supervisor as needed for assistance in setting goals.
- *Provide* summary of leadership activities, formal or informal, that support the teaching, academically related public service, scholarship, and clinical service activity as appropriate.

Assistant Dean(s) shall schedule a meeting with respective faculty to review and discuss annual goals in the fall of each academic year. The faculty member and appropriate Assistant Dean(s) will complete the required Annual Faculty Evaluation form. (*Attachment A*). The Associate Dean of Academic Programs reviews and submits the Annual Faculty Evaluation form and highlighted CV to the Dean. The Dean will review the final summary evaluation of the faculty. Based on that review, the annual faculty evaluation is completed, signed, and filed in the Office of the Dean's *official* faculty member files. The faculty member's self-analysis (*Attachment B*) and statement of goals (*Attachment C*) are stored in the offices of the respective Assistant Deans.

### **Grievance**

Any grievance of results of Annual Evaluation would need to be addressed through the Faculty Grievance Policy 20.090.

### **Faculty Grievance Policy**

See [http://el Paso.ttuhs c.edu/son/policies-and- handbooks/\\_documents/20.090%20Faculty%20Grievance\\_draft.pdf](http://el Paso.ttuhs c.edu/son/policies-and- handbooks/_documents/20.090%20Faculty%20Grievance_draft.pdf)

SON OP 20.075

Adopted: July 2015 2<sup>nd</sup> Revision:

May 2017

Amended: FC vote on 2/14/2020

Reviewed: March 2022

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO  
GAYLE GREVE HUNT SCHOOL OF NURSING**

Faculty Evaluation Procedure Flow Sheet

Due Date	Procedure
Throughout the year (all faculty)	Faculty member and Assistant Dean(s): <ul style="list-style-type: none"> <li>• Collect observations in regard to performance.</li> </ul>
Throughout the year (all faculty)	Faculty member: <ul style="list-style-type: none"> <li>• Maintains curriculum vitae in <a href="#">Digital Measures</a>.</li> </ul>
Beginning <b>October 1<sup>st</sup></b> (all faculty)	Faculty member: <ul style="list-style-type: none"> <li>• Analyzes own performance in regard to goals, future goals, expectations and begins to prepare faculty Annual Self Evaluation and Portfolio Assembly form for submission.</li> </ul>
By last business day of <b>January</b>	Faculty member: <ul style="list-style-type: none"> <li>• Submits their completed portfolio to the office of the dean no later than EOB, on the last business day of January.</li> </ul>
<b>February to mid-March</b>	Evaluation meetings with faculty member and dean(s) begin.



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER  
EL PASO

Gayle Greve Hunt School of Nursing

## ANNUAL FACULTY EVALUATION

Name of Faculty Member: \_\_\_\_\_

Academic Year: \_\_\_\_\_/\_\_\_\_\_

Evaluation Criteria	Needs Improvement	Meets Expectations	Exceeds Expectations	N/A
<b>Teaching, Precepting, and/or Curricular Development</b>				
<b>Scholarship</b> (i.e., abstracts, presentations, manuscripts, electronic postings, innovations, collaborations, grants, contracts, etc.)				
<b>Clinical Service and/or Patient Care Activities</b>				
<b>Academically-Related Public Service</b> (i.e., department, school, TTUHSC EP, hospital, community, state, national, international)				
<b>Faculty Development, Continuing Education, Personal Development, and/or Awards Received</b>				

Evaluator Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Evaluation Signatures

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Dean and Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Dean Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

Send original to the Office of the Dean, GGHSON room 107. The original is maintained in the Office of the Dean's official faculty file and a copy is provided to the faculty member.



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.  
EL PASO  
Gayle Greve Hunt School of Nursing

## **SELF-ANALYSIS OF GOALS FROM PREVIOUS ACADEMIC YEAR**

**Name of Faculty Member:** \_\_\_\_\_

**Academic Year of Self-Analysis (previous AY):** \_\_\_\_\_ / \_\_\_\_\_

State accomplished goals and areas of strengths, and identify areas of needed improvement in performance in regard to the criteria below.

**Teaching, Precepting, and/or Curricular Development:**

**Scholarship:**

**Clinical Service and/or Patient Care Activities:**

**Academically-Related Public Service:**

**Faculty Development, Continuing Education, Personal Development and/or Awards Received:**



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER  
EL PASO

Gayle Greve Hunt School of Nursing

## **STATEMENT OF GOALS FOR NEXT ACADEMIC YEAR**

Sept. 1 – Aug. 31

**Name of Faculty Member:** \_\_\_\_\_

**Academic Year:** \_\_\_\_\_/\_\_\_\_\_

State goals for the next evaluation period that reflect the criteria for the appropriate rank. The goals should reflect work with teaching and service, as well as clinical service or research components if appropriate.

**Teaching, Precepting, and/or Curricular Development:**

**Scholarship:**

**Clinical Service and/or Patient Care Activities:**

**Academically-Related Public Service:**

**Faculty Development, Continuing Education, Personal Development and/or Awards Received:**