

**TENURE UNIT STANDARD ROUTING SHEET**

In support of the following academic policy statements, tenure unit performance standards will be maintained

# **FACULTY EVALUATION SYSTEM**

## **Department of Victim Studies**

### **GENERAL POLICY STATEMENT**

The University's Faculty Evaluation System recognizes three dimensions of professional activity for evaluation purposes: teaching effectiveness, scholarly and/or creative accomplishments, and service. In the College of Criminal Justice, faculty evaluations are conducted on an annual basis by the Department Chair. Each faculty member is required by University Policy to provide the Department Chair information describing his or her activities in each of the three dimensions. The Department Chair is responsible for reviewing these documents and calculating a numerical score ranging from "1" to "5" on each dimension based on university policy and the guidelines contained herein. The Department Chair may award a fractional score (.25, .50, etc.) up to an additional 1.0 on any FES category based on information provided by a faculty member. This document merely represents a set of guidelines for faculty evaluations. Exemplary performance or circumstances not specifically covered by the guidelines will be evaluated by the Department Chair and scored in a manner that is consistent with the intent of these general guidelines.

Additionally, each faculty member may provide the Department Chair with a "self-evaluation score" showing his or her numerical assessment of the activity level on each dimension included in the evaluation process. In instances where a distinction is made between activities based on "subjective" standards, it is incumbent on the faculty member to provide clear and compelling evidence in support of the score they give themselves in their self-assessment. The Department Chair has the responsibility to review the materials provided by each faculty, including the "self-evaluation scores," and to determine the score that best reflects that faculty's performance within each dimension being evaluated. In accordance with University Policy, the Department Chair shall have a conference with each member of the faculty to discuss the results of the annual review of performance in each dimension.

#### **Probationary Faculty Portfolio:**

In accordance with college and/or department/school policy, each probationary faculty member will present a portfolio and update it on an annual basis. The portfolio should provide information relating to scholarship, teaching effectiveness

**FES Composition:**  
As per

**FES 1: Chairs Rating of Teaching Effectiveness**

**A Maximum score for this category (Chair's Rating) is 5.0.**

|     |                                                                                                                                                                                                                                                                                                                                                                                          |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.5 | In addition to evidence satisfying criteria for 4.0 rating:<br>Evidence of exceptional mentoring students outside of the classroom, or<br>Chairing dissertation/thesis/portfolio committees to completion<br>Facilitating a teaching workshop, seminar<br>Writing a teaching note or section of an academic newsletter or spotlight in journal                                           |
| 5.0 | In addition to evidence satisfying criteria for 4.5 rating:<br>Recipient of recognized University, State, National, or International teaching award, or<br>Recipient of a College-wide teaching award or teaching award from a sub-committee or division of a professional academic organization, or<br>Achieve 2 or more of the 5 bullet points within the 4.0 and 4.5 categories above |

### FES 3: Scholarly and Creative Activities

| Score | Criteria    |
|-------|-------------|
| 1.0   | No activity |
| 2.0   |             |

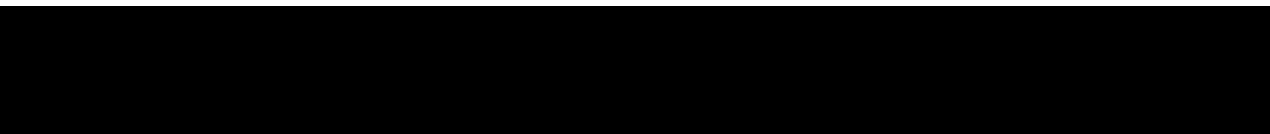
**FES 4: Service**

| <b>Score</b> | <b>Criteria</b>                                                                                                                                             |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.0          | No apparent activity                                                                                                                                        |
| 2.0          | Level I activity in one of the four service areas                                                                                                           |
| 3.0          | Level I activity in two of the four service areas                                                                                                           |
| 3.5          | In addition to criteria for 3.0:<br>Level II activity in one service area OR Level I activity in three service areas                                        |
| 4.0          | In addition to criteria for 3.0:<br>Level II activity in two of the four service areas<br><br>OR<br><br>Level III activity in one of the four service areas |

4.54.5 In addition to criteria for 3.0:  
Level II activity in two of the four service areas with one Level I activity in a third service area

OR

Level II activity in one of the four service areas and Level III activity in another service area



**Department of Victim Studies and College of Criminal Justice**

Level I

○





per month; a score of 3 corresponds to approximately one hour of service per week; a score of 4 corresponds to approximately four hours of service per week; a score of 5 corresponds to approximately six hours of service per week. Faculty at the beginning of their careers (generally in the first three years as assistant professor) may receive a score of 3 for less than one hour of service per month. In general, non-remunerated service activities will be weighted more heavily.