Annual Assessment of Faculty Performance

An annual evaluation of all faculty members will be conducted on a university-wide basis. This evaluation will be conducted at the departmental level in each school and will form a continuous record of the performance of every faculty member. Each school and/or department should develop specific procedures appropriate to individual needs, but such procedures must be approved by the Faculty Affairs Committee of the University Council to ensure consistency with those outlined in this document. The underlying principle of this evaluation is the continual improvement of faculty performance.

I. Objectives of the Annual Assessment

1. Provide a continuous performance record for every faculty member.
2. Provide substantive feedback to the evaluated.
4. Provide information for rational decisions pertaining to assessment and enhancement of faculty performance.

II. Procedure for the Annual Assessment

In order to allow schools and departments time to develop specific procedures, this evaluation process will go into effect Jan. 1, 1985, following approval by the Board of Visitors. Each departmental chairperson will conduct a yearly evaluation of each faculty member. The criteria for the evaluation will be those specified in the VCU Promotion and Tenure Policies and Procedures document (IV, A and B, p.9) as applied in the school and departmental guidelines. The faculty member will submit a written report of his/her professional activities for the past year. The evaluation report by the chairperson will be in written form and will be open for any written comment which the individual faculty member may wish to make. These written reports will become a part of the department of school file on that faculty member and will form the basis for constructive efforts to enhance all facets of the faculty member’s performance.
III. Annual Assessment of Deans and Department Chairpersons

Administrators at or below the level of dean who hold faculty rank will be evaluated in the performance of both faculty and administrative functions. The annual evaluation will be conducted by the next higher level administrator with the appropriate student/faculty input.

IV. Oversight Responsibility

The vice-president for Academic Affairs and the vice-president for Health Sciences are responsible on their respective campuses for ascertaining that systems reflecting the above policies are put into place and maintained from year to year in the several schools.

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