

Policy

Faculty and Faculty Administrator Evaluation

1. Faculty

Periodic evaluation of all faculty and administrators is valuable both to the individual faculty and to the School of Public Health. Such evaluations allow feedback and constructive criticism for faculty members so that we promote individual achievement and facilitate activities essential to the mission of the School. They also provide guidance to faculty on advancement and foster the career development of the individual. In addition to encouraging self-assessment, annual evaluations allow each faculty member to demonstrate his/her value to the program and to the School.

The evaluation of faculty will take place during the last quarter of each academic year in May. Upon notification and using the prescribed format, faculty will submit a current CV and a list of activities in the areas of Academic Teaching and Training, Clinical Service, Community Service, Noteworthy awards/ appointments, Publications and Grants (awarded) to the Dean's Office. The criteria utilized for documenting excellence in teaching, research, institutional/ community/ public health service, administration, and public health practice as set forth in the Policy on Faculty Appointments, Promotions and Tenure should be consulted as a guide for reporting this information.

A key aspect of this evaluation process will be a discussion between each faculty member and his/her Program Director to identify mutually agreed upon specific objectives for the coming academic year and the strategies needed to accomplish these objectives and to review the faculty members success in meeting the objectives agreed upon in the preceding year. The Director and the faculty member will meet in person and review the information submitted by the faculty member. In addition to progress in meeting annual goals, they will discuss overall career issues and self-assessment. The Program Director will summarize the results of the evaluation in writing and this will be signed by the Director and the faculty member. A copy of the evaluation form will be placed in the faculty member's personnel file with copies to the faculty member and the Dean. At the time of consideration for promotion and/or tenure granting, the faculty member will provide copies of evaluations to the Appointments, Promotion and Tenure Committee.

Should this annual evaluation process not result in substantive agreement between the faculty member and his/her Program Director, either or both parties may request confidential and unbiased mediation. Another senior faculty member, mutually agreed upon, will independently evaluate the CV, objectives and evaluation material and then meet with the faculty member and Director to resolve the areas of disagreement. A report of the conference will be made by the mediator and signed by the parties and distributed as above. If significant disagreement persists after mediation, the matter will then be referred to the Dean.

2. Administrators

The evaluation of Administrators (Associate Dean, Program Directors, Director of the Office of Student Affairs, Business Manager and other administrators at the request of the Dean) will also take place during May in the last quarter of each academic year. Upon notification, Administrators will submit a current CV and as appropriate, a list of activities in the areas of Academic Teaching and Training, Clinical Service, Community Service, Noteworthy awards/ appointments, Publications and Grants (awarded) to the Dean's Office. The criteria utilized for documenting excellence in teaching, research, institutional/ community/ public health service, administration, and public health practice as set forth in the Policy on Faculty Appointments, Promotions and Tenure should be consulted as a guide for reporting this information. Administrators will also identify specific objectives for the coming academic year and the strategies needed to accomplish these objectives.

In addition, the faculty in the program or other administrative unit for whom the administrator is responsible will be asked to assess the individual's administrative management, executive judgment, delegation of authority and responsibility, provision of

leadership, planning ability and encouragement of faculty development as required by the Health Sciences Center. A confidential survey will be used for this purpose.

At the time of annual review, the Dean and the Administrator will meet and review the information submitted and the survey results. They will discuss the annual progress, overall career issues and self-assessment; they will also review, mutually agree upon and revise the specific objectives for the coming year and the strategies needed to do so.

Subsequently the Dean will summarize the results of the evaluation in writing for the Administrator's personnel file with copies to the administrator in question and the Dean.

Should this process not result in substantive agreement between the Administrator and the Dean either or both parties may refer the matter to the Chancellor for review and final disposition.

Approved

SPH Faculty Assembly 3/17/04

SPH Administrative Council 3/22/04