

Probationary Faculty Annual Performance Reviews
Guidelines for Department Evaluation Committees and Chairpersons

The CBA requires that data be collected and that probationary faculty be evaluated for 5 years/10 semesters prior to tenure (with some exceptions). The specific requirement is that two peer observations be made in the classroom each semester and one classroom observation by the department chair each academic year. Every course taught in Fall and Spring should also have student feedback data (SFI) collected.

The CBA also requires that annual evaluations be submitted on particular dates (depending on whether the faculty member was hired in fall or spring or is off cycle because of leave).

Other than the requirements above, **the following guidelines are not hard and fast rules**, so they will need to be adjusted to handle specific situations. But generally speaking, this is a best-practices guideline agreed upon by APSCUF and Management.

	Fall anniversary		Spring Anniversary	
	Due Date	Evaluates	Due Date	Evaluates
First Annual Evaluation (formative as default)	1/30 Committee 2/7 Chair 2/28 Dean	Fall1 SFI, Fall1 Peer and chair Observations, performance of scholarship and service from arrival to January 1	9/23 Committee 9/30 Chair 10/30 Dean	Spring1 SFI, Spring1 Peer and chair observations, performance of scholarship and service from arrival to August 1
Second Annual Evaluation	11/1 Committee 11/8 Chair 12/15 Dean	Spring1 SFI, Spring1 Peer and chair observations, Performance of scholarship and service from January 1-August 1	11/1 Committee 11/8 Chair 11/30 Dean	Fall1 and Spring2 SFI, Fall1 and Spring2 Peer observations, Fall2 or Spring2 Chair observation, performance of scholarship and service from August 1-August 1
Third Annual Evaluation	11/1 Committee 11/8 Chair 12/15 Dean	Fall2 and Spring2 SFI, Fall2 and Spring2 Peer observations, Fall2 or Spring2 Chair observation, performance of scholarship and service from August 1-August 1	11/1 Committee 11/8 Chair 11/30 Dean	Fall2 and Spring3 SFI, Fall2 and Spring3 Peer observations, Fall3 or Spring3 Chair observation, performance of scholarship and service from August 1-August 1
Fourth Annual Evaluation	11/1 Committee 11/8 Chair 12/15 Dean	Fall3 and Spring3 SFI, Fall3 and Spring3 Peer observations, Fall3 or Spring3 Chair observation, performance of scholarship and service from August 1-August 1	11/1 Committee 11/8 Chair 11/30 Dean	Fall3 and Spring4 SFI, Fall3 and Spring4 Peer observations, Fall4 or Spring4 Chair observation, performance of scholarship and service from August 1-August 1
Fifth Annual Evaluation	Material will be included in applicant dossier (Tenure/Promotion Applicants refer to Tenure and Promotion Policy dates)	Fall4 and Spring4 SFI, Fall4 and Spring4 Peer observations, Fall4 or Spring4 Chair observation, performance of scholarship and service from August 1-August 1	Material will be included in applicant dossier (Tenure/Promotion Applicants refer to Tenure and Promotion Policy dates)	Fall4 SFI, Fall4 Peer observations, Fall4 Chair observation, performance of scholarship and service from August 1 to April 1
NOTES:		Fall5 and Spring5 SFI and peer observations still need to be done as per CBA. These are important if the faculty member must re-apply for promotion or (rarely) tenure.		Spring5 and Fall5 SFI and peer observations still need to be done as per CBA. These are important if the faculty member must re-apply for promotion or (rarely) tenure.