

ANNUAL FACULTY EVALUATION PLAN

This evaluation plan is developmental in that it emphasizes documenting progress toward attaining goals. It is tied directly to the *Troy University Faculty Handbook* in all of its elements and to the development of a portfolio that will serve as a basis for promotion and tenure applications. It is designed to allow the Department Chair/Supervisor to guide faculty members through the promotion and tenure process in an advocacy and mentoring role.

This plan is not intended to be an exhaustive or exclusive program for portfolio development. It is a framework which may also include peer evaluations, student evaluations, and other types of data. Faculty seeking promotion or tenure should discuss with their Department Chair/Supervisor other college-specific materials that should be included in a tenure or promotion packet. The annual cycle is defined as spring, summer, and fall terms; i.e., one complete academic year.

1. **PROFESSIONAL DEVELOPMENT PLAN:** Submitted to Department Chair/Supervisor annually by all faculty members by **March 15**. [Form 1]
2. **YEAR-END SELF EVALUATION:** Submitted to Department Chair/Supervisor annually by all faculty members by **March 15**. [Form 2]
3. **SUPERVISOR'S REVIEW:** The review is completed and submitted to the Associate Dean then to the Dean by **April 15**. [Form 3]
 - Department Chair/Supervisor completes these forms according to the following guidelines:
 - Unranked faculty, non-tenured faculty, and tenured faculty below the rank of Professor will be evaluated each year.
 - Tenured faculty holding the rank of Professor will be evaluated every third year, reflecting performance and activities occurring during the period evaluated.
4. Copies of annual faculty evaluations will be filed as required in the Faculty Handbook.
5. Copies will be available to the College Review Committee, the University Review Committee, and other University committees as appropriate.