

Mid-Atlantic Christian University
Academic Affairs Policy #24

SUBJECT: Faculty evaluations

DATE: February 9, 2011

REVISED: July 11, 2012, 11/8/17

NEXT SCHEDULED REVIEW: odd-number years in February

APPROVED BY BOARD OF TRUSTEES: May 2015

Policy for: Faculty

Procedure for: Vice President for Academic Affairs and academic department chairs

Authorized by: Vice President for Academic Affairs

Issued by: Board of Trustees

I. Purpose

This policy statement partially addresses “Standard 6.2 Faculty appointment and evaluation” of the Southern Association of Colleges and Schools Commission on Colleges, *Principles of Accreditation* (2018 edition).

II. Policy

Each year the Department Chair and the VPAA participate in a review of each faculty member. It includes reference to any self-evaluation and student evaluations available. Such evaluation may be used as the basis of discussions with the faculty member as well as for salary and status for promotion. Each faculty member produces an annual professional activities report (that includes a development plan) which is reviewed at this meeting.

III. Procedure

A. COURSE EVALUATIONS

1. Course evaluations by students are conducted on a rotating basis. This frequency may be modified by the vice president for academic affairs or the Academic Cabinet. Using the last name of the instructor the schedule is as follows:

- | | | | |
|---|-----|-------------|-------------|
| - | A-I | Spring 2023 | Fall 2024 |
| - | J-Q | Fall 2023 | Spring 2025 |
| - | R-Z | Spring 2024 | Fall 2025 |

2. In addition to the regular rotation (as specified in III.A.1, above) any instructor who is teaching for the first time at MACU or any new courses that are being taught will be evaluated by students.

B. SUPERVISORY EVALUATIONS

When an instructor has his or her courses evaluated per the schedule in III.A. (above) or in the first two semesters of teaching at MACU the chair of the appropriate department or his/her designee will evaluate the faculty member in the classroom. If the person to be evaluated is a department chair then the VPAA will do the evaluation.

If a full-time faculty member teaches multiple courses in a semester and is scheduled to have courses evaluated per the schedule in III.A. (above), only one course needs to be evaluated by a supervisor. The evaluator will observe two class sessions (one announced and one unannounced) and meet with the faculty member to discuss observations as soon as is feasible (usually within 48 hours). The evaluator will submit the evaluation form to the VPAA for filing in the instructor's personnel file. If changes are made as a result of this evaluation, the faculty member is asked to submit documentation to the department chair and the VPAA.

The form used for the evaluation should be made available to the person being evaluated prior to the announced visit.

C. CRITERIA

The criteria for evaluation include teaching effectiveness, evaluation of scholarship, service to Mid-Atlantic Christian University, professional activities, membership and leadership in professional organizations, community service, and church participation.

Professional degrees, awards, publications, and achievements are considered. A final document is kept on file to substantiate the evaluation instruments used and track the progress of each faculty member.

D. USE OF DATA

Data are filed in the individual faculty member's personnel file maintained by the VPAA. They are one measure used to determine demonstrated competence as a teacher, which is one condition for promotion. These files are also reviewed when a decision is being made concerning the member's employment status. In the event that a member is considered for dismissal on the grounds of academic incompetence or deterioration in ability to perform adequately, these data are one means of determining whether or not sufficient grounds for dismissal exist.

V. Reason for Revision

VI. Appendices