

FACULTY EVALUATION

Bay Path University strives to recruit, retain, and reward well-qualified and productive faculty. Regular and systematic evaluation of teaching and performance of professional duties is part of the re-appointment and promotion processes. Because reappointment and promotion in rank represent a substantive and serious commitment on the part of the University, evaluation of faculty is conducted with objectivity and professionalism. Systematic and regular evaluations by the faculty member, Dean, and/or the Vice President of Academic Affairs exist as an aid to professional self-development and for continuous improvement in the quality of education at Bay Path University. All faculty will submit an annual report and planning document and will be evaluated annually by their respective Supervisor. Department chairs and Program Directors will be evaluated by the Dean of the School to which the Chair/Director/Coordinator is assigned.

Faculty at Bay Path University are evaluated according to the criteria set forth under Faculty Duties and Responsibilities (<https://catalog.baypath.edu/faculty-handbook/faculty-policies/faculty-duties-responsibilities/>). The three major categories of the professional duties report and plan to be evaluated are listed below along with descriptions of some of the items to be contained in these sections, respectively. As Bay Path faculty differ in their responsibilities, as well as their individual development needs and plans, a range of effort for evaluation is listed for each of three categories:

Teaching and Advising

Curriculum Design (approx. 25% of time)

- Prepares course materials: syllabi, student learning outcomes, teaching plans, and evaluation instruments that are appropriate to the course(s) taught.
- Maintains course and curriculum relevance through research related to courses taught.
- Defines the student learning outcomes appropriate for the course(s) taught within the syllabus for each course.
- Provides a range of instructional activities appropriate for meeting all the learning outcomes.
- Makes clear to students in the syllabus how outcomes will be evaluated.
- Regularly assesses student learning, with adequate assessments prior to mid-term to determine students' progress in course.
- Establishes fair grading criteria and clearly explains it to students.
- Provides students with opportunities to provide feedback on the course before end-of-semester evaluation.
- Uses formative and summative evaluations to improve course design and delivery.
- Demonstrates an overall deep understanding of course content.
- Conducts course and program assessments as planned

Teaching and Delivery of Instruction (approx. 25% of time)

- Prepares course materials: syllabi, student learning outcomes, teaching plans, and evaluation instruments that are appropriate to the course(s) taught.
- Maintains course and curriculum relevance through research related to courses taught.

- Defines the student learning outcomes appropriate for the course(s) taught within the syllabus for each course.
- Provides a range of instructional activities appropriate for meeting all the learning outcomes. Makes clear to students in the syllabus how outcomes will be evaluated.
- Regularly assesses student learning, with adequate assessments prior to mid-term to determine students' progress in course.
- Establishes fair grading criteria and clearly explains it to students.
- Provides students with opportunities to provide feedback on the course before end-of-semester evaluation.
- Uses formative and summative evaluations to improve course design and delivery.
- Demonstrates an overall deep understanding of course content.
- Conducts course and program assessments as planned.
- Engages students in interactive learning.
- Uses textbooks and materials required for the course.
- Shows enthusiasm for the subject in delivery of instruction.
- Returns student work in a timely manner.
- Uses technology in classes as appropriate.
- Promotes and maintains a professional educational environment in the classroom.
- Prepares a range of assessment tools (to support departmental or college-wide goals as appropriate) to grade student work.
- Communicates high standards and expectations to promote rigor.
- Maintains appropriate standards of behavior, mutual respect, and safety in the classroom.
- Is diligent in meeting teaching responsibilities including holding all classes as scheduled and being on time.

Advising Students (approx. 10 % of time)

- Communicates a positive attitude toward teaching and administrative responsibilities.
- Maintains scheduled office hours and maintains office hours by appointment when students cannot make regularly scheduled office hours.
- Mentors students through advising and other activities.
- Advises students not only on programs and course selection, but also on career opportunities and how courses selected and other activities help to build an appropriate resume.
- Strives to motivate students and instill enthusiasm for learning
- Respects students' diversity and points of view.
- Acts as an advocate and resource for advisees' growth.

Scholarship or Creative Activity: 15% - 30%

Scholarship, Creative Activity, and Professional Development (approx. 20% of time)

- Participates in professional development and scholarly activities in one's field.
- Publishes and/or produces in the field.
- Leads professional development activities for colleagues and/or others.
- Pursues additional formal education as appropriate or required.

- Maintains appropriate licenses and designations, as position requires.

University and Community Service: 10% - 30%

University and Community Service (approx. 20% of time)

- Participates in College meetings.
- Attends University-wide meetings
- Participates in Commencement and Convocation
- Represents department at admissions events, open houses, and other functions.
- Attends University and College functions.
- Attends student events and programs
- Collaborates with others on curriculum, committees, and other activities that support the mission of the University.
- Provides community service appropriate to one's discipline and interests.
- Shares academic expertise with others on campus through workshops, seminars, webinars and other venues