

ARTICLE 16

EVALUATION OF PROFESSIONAL COMPETENCE FACULTY

16.§1 PURPOSE. Evaluation of competence in teaching and other professional endeavors shall be used to identify and reward the capable faculty member and to improve the quality of the University. Periodic evaluation of professional competence and performance (i.e., teaching and/or professional duties appropriate to certain disciplines, functions or units) will be conducted, the results of which are to be used for the purposes of: (a) improving the quality of instruction and/or the quality of the other professional duties and services rendered; (b) identifying and rewarding individual meritorious performance; and (c) assisting those responsible for making personnel recommendations by providing regular, useful, reliable, and comparable data for comparable groups.

16.§2 ENHANCING INSTRUCTION AND OTHER PROFESSIONAL DUTIES AND SERVICES. Evaluation and mentoring are related means of enhancing teaching and professional services at the University. Departments and department chairs are encouraged to use a variety of techniques that will support quality teaching, including but not limited to: (a) the assignment of faculty mentors to new faculty; (b) the encouragement of faculty to attend workshops and/or work with the Office of Faculty Development, Extended University Programs, and Office of Information Technology; (c) the facilitation of arrangements for faculty to observe classes taught by experienced and successful teachers; and (d) the facilitation of classroom visitations.

16.§3 EVALUATION FOR MAKING PERSONNEL RECOMMENDATIONS. Faculty are encouraged to submit a variety of materials that demonstrate effectiveness in teaching and/or other professional duties and services (see 17.§5.1).

16.§3.1 *Student Evaluations*. Student rating data shall function primarily as a means to faculty self-improvement, but shall also function as one source of information regarding teaching effectiveness. Student ratings should not be the sole source of information about teaching effectiveness. It is the faculty member's responsibility to provide additional evidence of competence as suggested in 16.§3.2 and 16.§3.3.

16.§3.2 *Instructional Portfolio*. The faculty member is advised to develop a portfolio of teaching materials, which may include information about class size and level, grading standards and patterns, syllabi or course outlines, lecture notes, assignments, other materials used in courses, examples of student work or pertinent information about student performance, conference logs, artifacts of the development of teaching skills and techniques, and other information about course content, goals and methodologies, as well as peer evaluations. Materials representing out-of-class instructional work may also be included in this portfolio.

16.§3.3 *Classroom Visitations*. Western and the Chapter agree that classroom visitations may provide valuable information for both the faculty member and administration.

16.§3.3.1 *Pre-Tenure Classroom Visitations*. Faculty on probationary status shall

have at least one classroom visitation per year by either a faculty colleague or an administrator. The probationary faculty member and his/her chair shall determine for each visitation, by mutual agreement, who the observer shall be. If the faculty member and department chair are unable to reach agreement, the department personnel/tenure committee shall work with the faculty member and chair to facilitate the process. In the event that, after facilitation, there is still no agreement, the matter will be referred to Western's Director of Academic Collective Bargaining and Contract Administration and the Chapter's Contract Administrator for resolution. The observer may be a department colleague, the department chair, or a faculty member or administrator outside of the faculty member's department, but within the institution. The date/time of each classroom visit shall be determined, by mutual agreement, between the faculty member and his/her chair. There shall be no unscheduled classroom visitations.

16.§3.3.1.1 Additional Classroom Visitations. Nothing in this *Agreement* shall prevent the faculty member from arranging additional classroom visitations beyond the one required visit per year.

16.§3.3.1.2 Termination of Classroom Visitations. After three (3) years in the probationary track, the faculty member and his/her chair may determine, by mutual agreement, that no further classroom visitations shall be necessary for the duration of the probationary period.

16.§3.3.2 Post-Probationary Classroom Visitations. There shall be no *required* classroom visitations once a faculty member has been awarded tenure.

16.§3.3.3 Narrative Report. For each required visitation, the observer shall prepare a brief, signed narrative report that shall be distributed only to the faculty member and his/her chair. The department chair shall schedule a conference with the faculty member to discuss the report. A copy of the report shall be entered into the faculty member's personnel file for use in tenure and promotion reviews. The faculty member shall have the right to append a response to the report at the time that it is entered into the personnel file.

16.§4 STUDENT RATINGS OF FACULTY. Student ratings shall be conducted in each class taught by a bargaining unit faculty member in at least one semester of each academic year (to be determined by the faculty member). Through their Department Policy Statements, departments may require that student ratings be conducted more frequently. The course instructor shall not be present ~~in the classroom during the distribution and collection of~~ during the completion of the student **evaluation** materials. ~~If there is no assistant assigned to the course, the chair, in consultation with the instructor, shall arrange for someone to distribute and collect the student rating materials.~~—Western and the Chapter agree to the use of one valid and reliable student rating instrument by all members of the bargaining unit. Western shall pay for all costs associated with the administration of student ratings, as well as for data analysis.

16.§4.1 *Student Ratings Instrument*. Western and the Chapter agree to use **the**

procedures and practices of ICES Online, as developed by the WMU ICES Implementation Committee and approved by the WMU ICES Steering Committee. ICES Online is the online version of the student ratings instrument recommended by the Evaluation Study Committee in its report of February 14, 2003, namely, the Instructor and Course Evaluation System (ICES) of the University of Illinois. A Steering Committee will be responsible for policies and procedures for the use of the student ratings instrument. Faculty members and departments may choose to use additional evaluative tools. Western agrees to take the evidence on professional competence provided by such instruments into consideration in tenure and promotion reviews.

16.§4.2 *Handling of Student Rating Data.* ~~Each department/unit shall retain control over the handling of student rating data.~~ Analyzed data shall be made available to department chairs in the form of summary scores for each course taught in their department, including the department, college, and university global items, as well as individual responses to each required item. At the college level, deans will have access to summary scores for each course taught in their college, including the department, college, and university global items. Summary student rating data shall be entered into the faculty member's personnel record, ~~with the original student rating data sheets being returned to the faculty member.~~ ~~Summary student rating data~~ and may be used by the appropriate reviewing bodies in performance reviews such as tenure and promotion ~~in accordance with established department policy pertaining to response rate requirements.~~ Neither individual nor aggregate evaluation data may be used to compare faculty to other faculty outside of their own departments for the purpose of tenure and promotion reviews.

16.§4.2.1 Faculty shall have access to both the individual student evaluation "forms" and the summary reports for each course or section that is evaluated. ~~the original mark-sense sheets/rating forms only after the results are numerically summarized and grades have been recorded. There shall be no facsimiles or copies of any kind made of the original mark-sense sheets/rating forms.~~

16.§4.3 *Student Comments.* Student comments may provide valuable feedback to the instructor to assist in making improvements in instructional performance.

16.§4.3.1 Student comments included as part of each course's evaluation will be available solely to instructors and shall remain the sole property of the faculty member. Students shall be informed that the instructor will be allowed to see all student comments, following the submission of grades at the close of the semester/session.

16.§4.3.2 Bargaining unit members may choose to include student comments in adjunctive files submitted for performance reviews (e.g., promotion, tenure). If the faculty member does submit comments, the full data set shall be included in the adjunctive file.

16.§4.4 *Unsubstantiated Comments.* As with paper ICES, students may opt to divulge their identity by including their name on the evaluation. Western shall not use

unsubstantiated comments in personnel decisions.

16.§4.5 *Faculty Option.* In cases where evaluations are conducted in more than one semester, the bargaining unit faculty member shall have the option of submitting evaluation data from more than one semester or session for use in performance evaluations.

16.§5 ADDITIONAL EVALUATION OF FACULTY BY WESTERN. Western may evaluate the performance of bargaining unit faculty at other times than those specified in this Agreement, if it needs additional information in order to make personnel decisions.

Such evaluations shall reflect the principles and intent of evaluations described in the articles of this Agreement on reappointment, and performance evaluations such as promotion and tenure.

16.§6 TERM APPOINTMENTS. Only the professional competence and service of term faculty shall be evaluated unless the term faculty member requests an evaluation of professional recognition. Term faculty shall be evaluated annually, with the unit faculty review being completed by March 15 and the department chair review completed by April 1. Term faculty shall have reasonable notice regarding their employment status for the following academic year.

16.§6.1 *Student Ratings.* During the first semester of a term appointment, student ratings shall be conducted using the same student rating instrument used by non-term department faculty colleagues. The term appointee may choose to conduct student ratings in the second semester of appointment, and may, in either semester, use instrumentation additional to the standardized student rating form.

16.§6.2 *Classroom Visitations.* During the first semester of a term appointment, a classroom visit shall occur for the purpose of instructional improvement. During the second semester of a term appointment, a classroom visit shall occur, the results of which are to be considered by Western in determining subsequent appointment.

16.§6.2.1 For term appointees, the department chair (or his/her designee) shall determine who shall conduct the classroom visitation. The time/date of the visitation shall be mutually agreed to by the term appointee and the department chair (or his/her designee).

16.§7 EXTENDED UNIVERSITY PROGRAMS. Bargaining unit faculty who teach in Extended University Programs shall be evaluated using the same student rating instrument as their department colleagues. Evaluation procedures shall conform to those specified above for faculty teaching on the main campus.

16.§8 FACULTY SPECIALISTS. ~~Only the professional competence and service of faculty specialists shall be evaluated unless the faculty specialist requests an evaluation of professional recognition.~~

~~16.§9~~ WESTERN'S OBLIGATION. In making personnel decisions, Western agrees to consider

carefully all valid, reliable evidence of teaching competence, including teaching portfolios, classroom visitation reports, student ratings, peer evaluations if provided, and any other evidence provided by the faculty member.