

STATE BOARD OF HIGHER EDUCATION GUIDELINES INSTITUTIONAL PLANS FOR ANNUAL REVIEW OF FACULTY PERFORMANCE

The following are State Board of Higher Education guidelines for the preparation of institutional plans for annual faculty performance review:

I. Description

The institutional plan for annual faculty performance review shall describe the process, including details about how individual faculty members will be reviewed, instruments or review activities involved, and the various steps and approvals of the assessment at each level of the institution's organization and administration.

II. Who shall be evaluated

The institutional plan shall prescribe a process for the evaluation of all full-time faculty members, both tenured and non-tenured. Full-time faculty members shall be defined as individuals on full-time appointment by state institutions of higher education and paid from positions in the educational and general academic portions of appropriation acts and labeled "faculty." Included are such related categories as those labeled "professor, associate professor, assistant professor, instructor, lecturer, distinguished professor, university professor, distinguished professor-law, and extension faculty."

III. Assessment by peers, students, and administrators

The institutional assessment plan shall involve peers, students, and administrators, and it shall describe their roles in the overall annual faculty performance review. The evaluation by students shall be applicable to all teaching faculty, full-time, part-time, and graduate teaching assistants and shall include an assessment of the fluency in English of the faculty member or graduate teaching assistant. The plan shall identify and explain any instances in which the assessment does not involve peers, students, or administrators.

IV. Uses for promotion, salary increases, and job retention

The institutional plan shall include utilization of the results of the review, with other appropriate information, as a basis for decisions on promotion, salary increases, and job retention. The review may not be used to demote a tenured faculty member to a non-tenured status. The plan shall describe processes for decision making regarding promotion, salary increases, and job retention and indicate how the results of the annual faculty performance review are incorporated into those processes.

V. Institutional monitoring of the annual faculty performance review

The institutional plan shall include institutional monitoring of the process for annual faculty performance review to ensure rigorous and consistent application. The plan shall describe the monitoring and indicate persons or positions responsible for the monitoring.

VI. Institutional evaluation of its annual faculty performance review plan

The institutional plan shall include and describe provisions for evaluating its review system and for making changes when necessary.

VII. State Board of Higher Education approval of institutional plans

State Board of Higher Education (SBHE) approval of each institution's plan is required prior to implementation of the plan. The normal process will be for proposed plans or proposed significant changes to existing plans to be submitted to the Arkansas Department of Higher Education (ADHE) by August 15 of each year and, after appropriate ADHE staff review, for the plans to be submitted to the SBHE at its fall meeting each year.

VIII. Arkansas Department of Higher Education monitoring and reporting

ADHE shall request annual reports on the institutions' evaluation processes and, at least once each biennium, report its findings to the SBHE.

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