

Effective: October 1997

Faculty Policy
PERFORMANCE REVIEW AND EVALUATION OF FACULTY

Approved: Revised: March 9, 2007
MU/APSCUF-MU Meet & Discuss

Faculty members shall be evaluated in a manner consistent with the Collective Bargaining Agreement (CBA), Article 12, and relevant local Millersville University/APSCUF-MU Meet & Discuss agreements.

Summer Work

Evaluations of summer work may be used for personnel decisions if such action is mutually agreed to in writing by the involved faculty member and the administration. Summer evaluations may also be utilized for adjunct faculty members employed only during the summer.

Evaluation of Temporary Faculty

Student evaluation of temporary faculty will be conducted in every class they teach during the academic year.

Evaluations for Faculty Planning to Retire

Any faculty member must be evaluated at scheduled periods unless a letter indicating retirement has been submitted and accepted prior to a given scheduled evaluation period.

Evaluations of Faculty Scheduled to be on Leave

Scheduled evaluations for faculty members on leave will be postponed until they return.

Failure of Faculty to be Evaluated

Failure of faculty members to be evaluated during a specific period is a contractual violation and subjects said faculty members to possible disciplinary action. Disciplinary action regarding noncompliance in the student evaluation project shall include at least a written statement to this effect to be included in the individual's personnel file.

Preparation and Approval of Evaluation Instruments for Non-teaching Faculty

Evaluation instruments for non-teaching faculty members (library, student teaching supervisors, and others) are to be prepared by the faculty members in the respective areas and approved by the administration, APSCUF-MU and Student Senate.

Printouts of student evaluations prior to those in the existing five year evaluation are to be destroyed after the five year evaluation has been officially completed.

Signed or unsigned comments by students are kept by the Dean until the end of the semester and then delivered to the instructor. Such comments may be used only for professional development purposes.