

**School of Human and Consumer Sciences
College of Health and Human Services**

Faculty Assessment Committee

The Faculty Assessment Committee within the School of Human and Consumer Sciences will be responsible for annual assessment of Faculty by reviewing and evaluating the Performance Evaluation Plans for all Group I faculty.

The composition of the Faculty Assessment Committee will be five (5) Group I faculty members from within the School of Human and Consumer Sciences who hold the rank of Assistant Professor or higher. Two members of the Promotion and Tenure Committee will be appointed to the Faculty Assessment Committee, and three members will be elected.

The Chair of the Promotion and Tenure Committee will be one of the appointed members and be Chair of the Faculty Assessment Committee. Three (3) members of the Faculty Assessment Committee will be elected by Group I faculty in the School of Human and Consumer Sciences. The candidates for this ballot will include all Group I faculty who have been employed for at least one year and are not members of the Promotion and Tenure Committee. The School Director will appoint the fifth member of the Faculty Assessment Committee, selecting from the membership of the Promotion and Tenure Committee.

Selection and Term of Office

Members shall serve for one year. Members may serve consecutive terms. The three elected committee members shall be selected by Group I faculty within the School who have been employed at least one academic quarter, excluding summer quarter. The election will occur no later than October 1. The School Director and the Chair of the Faculty Assessment Committee will count the ballots and report the results to the School. The School Director will then appoint the fifth member of the Committee, selecting from the Promotion and Tenure Committee.

Faculty members eligible to vote are all Group I faculty within the School of Human and Consumer Sciences. Retired faculty are not eligible to vote.

Responsibilities of the Chairperson of the Committee

The Chairperson shall be responsible for ensuring that the Committee follows all timelines related to the Performance Evaluation Plan. Others responsibilities include:

- Scheduling the meetings of the Committee;
- Conducting meetings; and
- Delegating tasks to individual Committee members.

Responsibilities of the Committee

The Committee is responsible for the Annual Assessment of Group I faculty. The Committee will review the Performance Evaluation Plans for all Group I faculty following the College of Health and Human Services, as well as these guidelines summarized in this document, including:

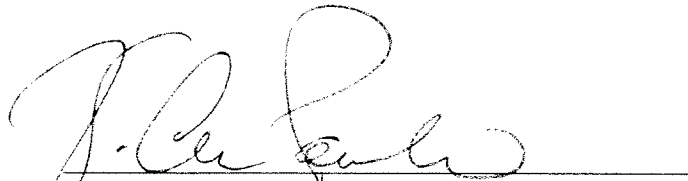
1. Review Performance Evaluation Plans submitted by Group I faculty, making recommendations and suggestions for improvement to the School Director;
2. Review documentation and outcomes supporting the prior year's Performance Evaluation Plans for all Group I faculty;
3. Submit a report to the School Director regarding Performance Evaluation Plan outcomes; and
4. Review the guidelines for faculty assessment at least every five years in Spring. Guidelines approved by the majority of Group I faculty who have been employed for at least one academic quarter, excluding summer quarter, as well as the School Director and College Dean, will become effective for the upcoming academic year.

Appendices A and B provide forms and guidelines needed.

Schedule

1 st Monday of October	Performance Evaluation Plan agreement for next calendar year due.
1 st Day of Winter Quarter	Documentation and Outcomes of Prior Year's Performance Evaluation Plan
February 15	School provides Group I faculty with written evaluation of performance.

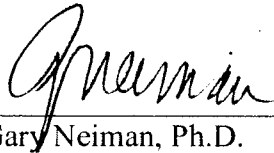
Approved by majority of Group I faculty vote on September 21, 2005. Revised and approved by majority of Group I faculty vote on May 9, 2008.



W. Ann Paulins, Ph.D.
Director, School of Human and Consumer Sciences

6.4.2008

Date



Gary Neiman, Ph.D.
Dean, College of Health and Human Services

6/4/08

Date