

ARTICLE [x]. ANNUAL EVALUATIONS OF FACULTY

Professional integrity and c

4
5 serve as the basis for consideration for reappointment, salary increases, indefinite tenure, promotion
6 and, or post tenure review.

7 According to the former Administrative Rules of the Board of Higher Education (OAR 580- 021-
8 0135) which have been adopted by the Board of Trustees, "criteria for faculty evaluation is [sic]
9 established as a guide in evaluating faculty in connection with decisions on reappointment,
10 promotion and tenure; and as a basis for assessing those aspects of the faculty member's
11 performance in which improvement is desirable, whether the faculty member is tenured or
12 nontenured, with a view to stimulating and assisting the faculty member toward improvement
13 through the resources available under the institution's staff career support plan."

14 **Section 2. Criteria for Faculty Evaluation**

15 *Instruction*

16 Given that the primary focus at Oregon Institute of Technology is teaching, bargaining unit faculty
17 members will excel in instruction in the following ways:

- 18 Demonstrate knowledge of subject matter.
- 19 Develop and revise curriculum to meet departmental and course objectives, as appropriate.
- 20 Organize and deliver course materials to stimulate interest and discussion.
- 21 Demonstrate growth [in instruction].
- 22 Employ a variety of assessment tools for evaluation of both teaching effectiveness and
23 student learning or adequate tools to accomplish assigned job duties.
- 24 Maintain student numerical evaluations at a departmentally established standard or any other
25 appropriate external metrics developed by the department.

26 *Professional Development*

27 Faculty will advance knowledge in education and/or areas consistent with institutional,
28 departmental, and personal goals and objectives. Examples include but are not limited to:

- 29 Write and publish scholarly papers based on relevant research.
- 30 Participate in conferences and conventions in education and/or discipline.
- 31 Participate in workshops and classes in education and/or discipline.
- 32 Hold membership and participate in professional organizations within discipline.
- 33 Participate in professionally relevant employment or consulting.
- 34 Earn a higher degree.
- 35 Earn continuing education units (CEUs).
- 36 Research accomplishments and other scholarly achievements, or
37 Where relevant, other creative and artistic achievements

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- 76 Take on responsibility for departmental projects that are compatible with and further its
- 77 mission and long-term goals.
- 78 Contribute to a stimulating intellectual environment in the candidate's department.
- 79 Abide by departmental decisions.
- 80 Follow policies and procedures of the institution.

81 **Procedure**

82 All faculty with an FTE of 0.5 or more shall be reviewed annually. The Annual Performance
83 Evaluation will be based upon the following:

- 84 Faculty Objectives Plan
- 85 Student Evaluations of Instruction

86 *Faculty Objectives Plan*

87 The purpose of the Faculty Objectives Plan (FOP) is to ensure that individual and departmental

*OT-AAUP reserves the right to add to, modify, or amend proposals during the course of negotiations.

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113 the results of the student numerical evaluations relative to the departmental established
114 standard

115 Based on the discussion with the faculty member, the department chair completes the APE form
116 and submits it to the faculty member for concurrence or nonconcurrence, and comments, if any by
117 Monday of the fifth week of Spring term. The faculty member signs the APE form and returns it to
118 the department chair by Friday of the fifth week of Spring term. Completed APE forms are due to
the Dean's Office by Friday of the sixth week of Spring term. The dean (o)4 ()10 (Sn5 (d)3 (d) (g)2 eva)-4 () (g)2 e

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- 150 Serve the department, campus, or university committees
- 151 Perform professionally-related public service
- 152 Participate in mentoring of less experienced faculty
- 153 Contribute to departmental objectives
- 154 Participate in campus activities outside the department
- 155 Serve as representatives of the Association, including but not limited to serving on the
- 156 bargaining team, executive leadership, as grievance officers, and other activities in support of
- 357 the Association

- 158 *Professional integrity:* Faculty shall demonstrate professional integrity in the following ways:
- 159 Model high ethical standards as defined by the candidate's profession and OIT's statement
- 160 of ethical principles.
- 161 Deal honestly, fairly and openly with colleagues and students.
- 162 Respect others.
- 163 Accept responsibility for actions and decisions and their consequences.

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OTAAUP Annual Evaluation

**LIBRARY FACULTY OBJECTIVES PLAN
ACADEMIC YEAR 2020-21**

FACULTY MEMBER:

LIBRARIANSHIP PLANS

**FACULTY OBJECTIVES PLAN
ACADEMIC YEAR 2018-19**

FACULTY MEMBER:

DEPARTMENT:

**FACULTY OBJECTIVES PLAN
ACADEMIC YEAR 2018-19**

FACULTY MEMBER: (SAMPLE)

DEPARTMENT:

TEACHING PLANS

Appropriate activities might include:

Development of innovative teaching techniques	Development of new assessment tools
Development of new laboratory exercises	Updating course to include new technology
Inclusion of new presentation/teaching technologies	Creation of a new course
Incorporation of communications skills	Development of tutorials and other student aids
Number of courses to be taught	Number of new courses or new preps to be taught
Development of field trips	Inclusion of outside speakers

PROFESSIONAL DEVELOPMENT PLANS

Appropriate activities might include:

Workshops, conferences, and seminars	Participation in professional societies
Work experience appropriate to discipline	Professional presentations
Publication of scholarly activity	Research conducted
Grant and research contract development	Academic courses relevant to teaching or advising
Academic courses leading to a higher degree	

INSTITUTIONAL SERVICE PLANS/ PROFESSIONALLY-RELATED PUBLIC SERVICE PLANS

Appropriate activities might include:

Institutional Service Plans:

Curriculum development	Community college articulation development
High school articulation	Recruiting
Student society advising	Facilities planning
Departmental search committees	Equipment management
Management of student assistants	Scheduling coordinator

ANNUAL PERFORMANCE EVALUATION 20xx-xx
for Teaching Faculty
Copy in Evaluative File; Original to Faculty

Name _____ Department _____

Rank: Instr. Asst. Prof. Assoc. Prof. Prof. Time in rank: _____ years Year hired: _____

Highest academic degree attained: _____ Year: _____ Professional Registration: _____

Credit hours earned beyond degree: _____ Tenure status: Fixed Annual Indefinite

INSTRUCTION

Faculty will excel in instruction in the following ways:

Demonstrate knowledge of subject matter, develop and revise curriculum to meet departmental and course objectives as appropriate, organize and deliver course materials to stimulate interest and discussion, demonstrate growth in instruction, employ a variety of assessment tools for evaluation of both teaching effectiveness and student learning, maintain student numerical evaluations at a departmentally established standard.

Spring	sum	all	disc	students	Fall	sum	all	disc	students	Winter	sum	all	disc	students

All scores are summary averages.

For all course evaluation scores: report higher of raw or adjusted score

“Spring”, “Fall”, “Winter” list the course number and section number in the appropriate term

“sum” summary average on 5 point scale

“all” Converted scores: summary average compared to IDEA database of all courses; mean score is 50

ANNUAL PERFORMANCE EVALUATION 20xx-xx
for Teaching Faculty
Copy in Evaluative File; Original to Faculty

INSTITUTIONAL AND PROFESSIONALLY-RELATED PUBLIC SERVICE

Faculty will contribute to the advancement of the institution in one or more of the following ways:

Scheduling, student advising, equipment maintenance, budget development, governance, participation in committees/commissions, curriculum revisions, participation in special projects, recruitment, participation in distance delivery or summer sessions, serve as department chair, department coordinator, program director, serve as representatives of OT-AAUP.

Faculty will make connections in the public sector for no fee in one or more of the following ways:

Consulting, public speaking, holding office in professional organizations, membership on boards or committees, community service, participation in outreach programs.

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Instruction

Exceeds expectations

Meets expectations

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**ANNUAL PERFORMANCE EVALUATION 20xx-xx
for Library Faculty
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Name: _____

Department: Library

Rank: Instr. () Asst. Prof. () Assoc. Prof. () Prof. () Time in Rank: yr. Year hired:

Highest academic degree attained: Year: Professional Registration: _

Credit hours earned beyond degree:

FACULTY MEMBER COMPLETES FIRST TWO PAGES AS SELF-ASSESSMENT

LIBRARIANSHIP

Library faculty will excel in librarianship in many of the following ways:

Foster learning environments that promote information competencies, inquiry and analysis, and critical thinking while encouraging lifelong learning; contribute to the design, improvement, and assessment of courses, curricula, and research activities; manage, develop, and/or create the libraries' collections, as well as facilitate intellectual and physical access to the libraries' collections that foster diverse perspectives

(Continue narrative on separate page if needed)

PROFESSIONAL DEVELOPMENT

Library faculty will advance knowledge in education and/or areas consistent with institutional, departmental, and personal goals and objectives in one or more of the following or other ways:

Continue coursework, or professional certification; participate in consulting work; author in peer-review publications or book reviews; perform applied research; contribute to state, regional, or national/international professional organizations; participate in conferences, conventions, or workshops in education, librarianship, and/or a related discipline.

(Continue narrative on separate page if needed)

**ANNUAL PERFORMANCE EVALUATION 20xx-xx
for Library Faculty
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LIBRARY DIRECTOR COMPLETES THIS PAGE.

LIBRARIANSHIP

Exceeds expectations

Meets expectations

Does not meet expectations

Supporting Narrative (required):

PROFESSIONAL DEVELOPMENT

Exceeds expectations

Meets expectations

Does not meet expectations

Supporting Narrative (required):

INSTITUTIONAL AND PROFESSIONALLY-RELATED PUBLIC SERVICE

Exceeds expectations

Meets expectations

Does not meet expectations

Supporting Narrative (required):

PROFESSIONAL INTEGRITY AND WILLINGNESS TO COOPERATE

Exceeds expectations

Meets expectations

Does not meet expectations

Supporting Narrative (required):

**ANNUAL PERFORMANCE EVALUATION 20xx-xx
for Library Faculty
Original in Evaluative File; Copy to Faculty**

University Librarian _____ Date _____

UNIVERSITY LIBRARIAN, FACULTY MEMBER AND PROVOST COMPLETE THIS PAGE

University Librarian Additional Comments:

University Librarian _____ Date _____

I concur () I do not concur () No comment ()

Faculty Member Comments:

Faculty Member _____ Date _____

Provost Comments:

Provost _____ Date _____