

ELIZABETH CITY STATE UNIVERSITY

Policy on Annual Evaluation of Faculty Teaching Effectiveness Guidelines

Overview

The Annual Evaluation of Faculty Teaching Effectiveness at Elizabeth City State University (ECSU) is a structured process designed to assess the instructional performance of all faculty members. This evaluation is critical to maintaining the high standards of teaching at ECSU and ensuring that faculty members are provided with constructive feedback for professional development. The process involves classroom observations, peer assessments, and student feedback, followed by a comprehensive review by the Department Chairperson. The outcomes of these evaluations contribute to decisions regarding faculty promotions, tenure, and ongoing professional growth.

I. Evaluation Criteria

- A. Learning Outcomes Achievement:** Evaluate the instructor's ability to communicate course objectives and achieve desired student learning outcomes.
- B. Professionalism and Disposition:** Assess the instructor's professionalism, enthusiasm for the subject, and respectful engagement with students.
- C. Content Knowledge:** Evaluate the instructor's expertise and their ability to stay current with developments in their field.
- D. Instructional Delivery:** Assess the clarity, coherence, and engagement level of the instructor's delivery.
- E. Pedagogical Practices:** Assess the effectiveness of teaching strategies in addressing various learning styles and encourage active involvement in the learning process.
- F. Organization and Clarity:** Evaluate the course structure, clarity of instructions, pacing, and organization of course materials.
- G. Classroom Management:** Assess the instructor's ability to maintain a conducive learning environment with minimal disruptions.
- H. Student Engagement:** Evaluate the degree to which the instructor promotes meaningful interaction, participation, and the development of critical thinking skills among students.
- I. Effective Use of Class Time:** Assess how efficiently class time is utilized for instructional purposes.
- J. Rapport with Students:** Evaluate the instructor's ability to foster positive relationships with students while maintaining professionalism and fairness.

II. Notification of Evaluation

- A. The Department Chairperson will notify each faculty member of the scheduled date for their annual teaching evaluation.
- B. This notification will include the criteria and procedures used during the evaluation.

III. Evaluation Components

A. Self-Assessment

- 1. Prior to classroom observation, each faculty member must complete a

comprehensive self-assessment of their teaching effectiveness covering all classes taught during the academic year.

2. This self-assessment should include detailed reflections on their achievements and areas for improvement across the various evaluation criteria. It will serve as a self-directed review of their pedagogical approaches, professional development activities, course management, and student engagement strategies across all courses they teach.

B. Classroom Observation

1. A classroom visit will be conducted by the Department Chairperson or a Tenured Faculty member (in cases where the Chair is untenured).
2. Faculty teaching online courses will be evaluated in the Learning Management System (LMS).

C. Peer Assessment

1. A peer faculty member will conduct an additional classroom observation, evaluating the same aspects as the Department Chairperson.
2. Evaluation by peer faculty will be forwarded to the department chair.

D. Student Feedback

1. Faculty members will receive feedback from students at two points: at the end of the course and mid-semester.
2. This feedback will include suggestions for course improvement and teaching methods.

IV. Post-Evaluation Review

A. Written Evaluation

1. Within ten (10) working days after the evaluation, the Department Chairperson will provide the faculty member with a written summary of the evaluations.
2. The evaluation summary will include both positive aspects and any identified areas needing improvement.
3. If the evaluation is negative, it must detail specific shortcomings relative to teaching effectiveness.

B. Meeting to Discuss Evaluation

1. A meeting will be held within ten (10) working days of the faculty member receiving the written evaluation to discuss the results.
2. The faculty member will have the opportunity to ask questions, provide context, and discuss potential areas of improvement.
3. The Department Chair should provide faculty with tailored professional development plans that include specific goals, suggested workshops, and mentoring opportunities.

V. Response and Appeal

- A. Each faculty member has the right to submit a written response to the evaluation within five (5) working days of receiving it.

- B. This response will be attached to the evaluation and considered part of the evaluation record.

VI. Reporting and Documentation

- A. After the review, the Department Chairperson will forward a final acknowledgment of the evaluation's completion, including any faculty responses, to the school Dean.
- B. The School Dean will submit all evaluations for faculty in their respective school to the designated representative of the Provost and Vice Chancellor for Academic Affairs.

VII. Recommendations for Improvement – Faculty Success Plan

- A. For faculty members receiving a “Does Not Meet Expectations” evaluation, the Department chairperson will develop a Faculty Success Plan in conjunction with the faculty member. This plan should include input from the faculty member regarding which areas they wish to improve and how they would like to approach their improvement.
- B. The plan will outline specific steps the faculty member can take to improve their teaching effectiveness. These recommendations should be included in the faculty member's workload as outlined in ECSU Policy 300.2.10.
- C. Faculty teaching online courses will be evaluated in the Learning Management System (LMS).

VIII. Use of Evaluation Results

The results from the annual evaluations will be considered in the assessment process for promotion and tenure applications.