

Faculty Annual Performance Evaluation Policy

- A. Each full-time faculty member at Cleveland state university shall undergo an annual performance evaluation based on the assigned workload for the preceding academic year.
- B. Prior to the beginning of each academic year, each faculty member shall be presented with their assigned workload for the academic year. This assigned workload shall include performance expectations for the upcoming academic year and shall serve as the basis for the performance evaluation conducted at the end of the academic year. The evaluation will be based on the Faculty Annual Activities Report (eFAAR) submitted by faculty members.

The annual performance evaluation shall meet and include the following:

- 1. The evaluation shall be comprehensive and will include standardized, objective, and measurable performance metrics.
- 2. The evaluation shall include an assessment of performance for each of the following areas that the faculty member has spent at least five percent of their annual work time during the preceding year (as assigned in workload):
 - a. Teaching
 - b. Research, scholarship, creative activity
 - c. Service
 - d. Clinical activities and instruction
 - e. Administration

The evaluation shall include a summary assessment of the performance areas listed above and shall be rated as “exceeds performance expectations,” “meets performance expectations,” or “does not meet performance expectations.”

Student evaluations conducted pursuant to section 3345.451 of the O.R.C. account for at least twenty-five per cent of the teaching area component of the evaluation.

The evaluation shall serve as a basis for workload assignment for the following year, and such assignment shall serve as the basis for the subsequent year evaluation. The workload assignment shall be compliant with CSU’s established workload policies adopted under section 3345.45 of the Revised Code and shall receive approval from the dean of the college and the provost.

3. Evaluations shall be conducted by the department chair or school director, reviewed and approved by the dean, and submitted to the provost for final review. If there is disagreement between the chairperson and dean, the provost shall have final decision authority.

C. Timeline. The completed annual performance evaluation for each faculty member shall be submitted by the department chair or school director to the dean of the college by June 30. The dean shall review these evaluations and submit them to the provost for review by July 15. Each faculty member shall receive their performance evaluations by July 31, including any comments from the dean and/or provost.

D. Appeals. If a faculty member wishes to appeal the final evaluation, the faculty member may do so by submitting an appeal application to the Provost's Office.

E. Policy Review Cycle. The Provost's Office is responsible for this policy. At a minimum, every five years, a policy is to be reviewed by the responsible official who will recommend whether the policy should be reaffirmed without revision, amended, or rescinded. Policies may be reviewed on an earlier timeline depending on necessity and change in law or practice.