**Purpose**

The purpose of an evaluation is twofold:

1. To provide an assessment of an individual’s work to be used for making employment decisions, and
2. To facilitate self-development and growth of the person being evaluated.

**Scope and Frequency**

NTT faculty members who are represented by the Illinois State University Education Association (ISUEA) should be evaluated in accordance with Article 16 in the ISUEA/ISU Collective Bargaining Agreement, which can be found at[*http://hr.illinoisstate.edu/downloads/Labor\_Contract\_NTT.pdf*](http://hr.illinoisstate.edu/downloads/Labor_Contract_NTT.pdf)*.*

* Full-time and part-time regular probationary NTT faculty members will receive an annual evaluation. Part-time casual NTT faculty members may be evaluated through this or a less formal process but the University is not obligated to complete the evaluation process described in Article 16 for those NTT faculty members.
* Status NTT faculty members will be evaluated at least every third year following the completion of the probation period; however, more frequent evaluation is at the sole discretion of the department chair or designee.

Non-union, full-time NTT faculty members should be evaluated annually.

Evaluation material will be collected on a calendar year basis. (Material from spring semester and then the following fall semester will be the primary source of material for the evaluation.) Evaluations for eligible NTT faculty will be completed no later than April 1.

A signed copy of the written evaluation, as well as a copy of the self-assessment, shall be kept in the personnel file of the NTT faculty member.

**Process**

1. The evaluation will normally be completed by the Department Chair. If the evaluation is to be completed by someone other than the Department Chair, the individual designated to complete the evaluation must be a Tenured faculty member (or an individual who is not Tenured but has training and/or experience in completing evaluations) and, at least 10 working days in advance of completion of the evaluation, the NTT faculty member will be notified who will be responsible for the evaluation. To the extent the NTT objects to the individual who is designated to complete the evaluation in lieu of the Department Chair, within 5 working days of such notification the NTT may submit a written response to the Department Chair outlining the NTT’s specific concerns, for consideration by the Department Chair; this response will be attached to the final evaluation document if so requested by the NTT. Completing an evaluation is not the same as conducting a classroom observation.
2. Each NTT faculty member being evaluated will provide information related to their primary duties. In most instances, instructional performance will receive the highest priority in the evaluation process, but the evaluation may include other duties assigned. The evaluation of instruction will consider, but not be limited to, execution of assigned responsibilities; command of the subject matter or discipline; oral English proficiency as mandated by Illinois statute; ability to organize, analyze, and present knowledge or material; ability to encourage and interest students in the learning process; and in student advisement and direction given for student activities*. (Evaluators may use the Non-Tenure Track Faculty Classroom Assessment Form PERS 953 to assess a faculty member’s instructional performance.* [*http://hr.illinoisstate.edu/downloads/PERS953.pdf*](http://hr.illinoisstate.edu/downloads/PERS953.pdf) *)*
3. Information will include a self-assessment and student evaluations. The NTT faculty member being evaluated may choose to include additional pertinent information such as syllabi, assignments, course material, etc. *(The Non-Tenure Track Faculty Self-Assessment Tool may be used as a suggested outline of information to include in your assessment.* [*http://hr.illinoisstate.edu/downloads/Non\_Tenure\_Track\_Faculty\_Self\_Assessment\_Tool.doc*](http://hr.illinoisstate.edu/downloads/Non_Tenure_Track_Faculty_Self_Assessment_Tool.doc) *NTT Faculty may summarize their assessment on the Non-Tenure Track Faculty Self-Assessment form PERS 954.* [*http://hr.illinoisstate.edu/downloads/PERS954.pdf*](http://hr.illinoisstate.edu/downloads/PERS954.pdf) *)*
4. Student evaluations will be made available to NTT faculty members after grades are provided to students by the university. While not a requirement, the goal will be to make student evaluations for fall semester courses available prior to the start of the following spring semester. Student evaluations for spring semester courses will be made available to NTT faculty members prior to start of the next Academic Year.
5. When considering student evaluations as part of the evaluation process, the evaluator will consider the nature of the course as well as the subject matter and the impact each may have on the content of the student evaluations. In addition, evaluators need to understand that student evaluations are only one source of information about the nature of teaching occurring in the classroom.
6. The NTT faculty member will receive a letter or some other document that informs the NTT faculty member of the content of the evaluation. *(To meet this requirement, evaluators may summarize their overall evaluation on the Non-Tenure Track Faculty Evaluation form PERS 955 and provide a copy of the signed form to the NTT faculty member.* [*http://hr.illinoisstate.edu/downloads/PERS955.pdf*](http://hr.illinoisstate.edu/downloads/PERS955.pdf) *)*
   1. In the event an employee receives a negative evaluation (does not meet expectations) through the above evaluation process, it is the intent of the parties that the employee is informed of the concerns about the employee’s performance as clearly and precisely as possible and as early as possible.
   2. To accomplish the goals identified in statement “a” above, an NTT who receives a “less than satisfactory” evaluation will be scheduled by the employee’s chair for a meeting with the chair to clarify and establish expectations and goals for the employee’s future work. The results of that meeting will be provided to the NTT faculty member in writing.
   3. The meeting should occur before May 15th of the academic year in which the negative evaluation was received.
7. For the NTT faculty serving in capacities other than teaching or supervising student teachers, the evaluation will pertain to the effectiveness of the NTT faculty member in performing the assigned responsibilities.

Forward the original, signed evaluation form and any relevant supporting documents (e.g., self-assessment, classroom assessment, summary of student evaluations, etc.) to Human Resources, Campus Box 1300, 101 Nelson Smith Building, by the evaluation deadline. Those documents will be retained in the NTT faculty member’s personnel file. Retain copies of all evaluation materials in the evaluating department.

**Response to an Evaluation**

If an NTT faculty member feels the evaluation is inaccurate, the NTT faculty member can request a meeting with the evaluator to discuss the merits of the evaluation within ten (10) work days following the time the evaluation is made available to the NTT faculty member. If such meeting does not resolve the dispute, the NTT faculty member may attach a written response to the evaluation explaining his/her objection to any part of the evaluation. Letters must be submitted within seven (7) work days following the meeting with the immediate supervisor.

**Review of Evaluation Content**

Union-represented NTT faculty members only: The University retains sole responsibility for the evaluation and assessment of the performance of each NTT faculty member, subject to the procedural requirements of Article 16. Accordingly, no grievance arising from application of Article 16 shall challenge the substantive standards or criteria used by the evaluator or University, nor shall it contest the judgment of the evaluator, nor the content of the evaluation. Any grievance regarding evaluation shall be limited to a claim that the procedures of Article 16 have been violated or unreasonably applied.

If an NTT believes the evaluation to be in error, he/she can appeal it to the department chair. In the event an adverse action results from the contents of an evaluation and the NTT faculty members believes the evaluation to be in error, the faculty member may appeal the contents of the evaluation. Such appeal still begins first with the person who completed the evaluation and proceeds to the department chair unless the department chair is the person who completed the evaluation. The next step would be to appeal to the Dean of the college to which the NTT employee is assigned. If the accuracy of the evaluation is still in dispute at the conclusion of the dean’s step, the employee may appeal to the Director, Labor Relations or designee. The appeal to the Director, Labor Relations or designee will be the final appeal step for challenging the accuracy of the evaluation.