

WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS

West Virginia State University

BOG Policy #62

TITLE: Evaluation of Tenured Faculty

Section 1. General

- 1.1 Scope: This policy establishes guidelines and procedures related to a process for evaluation of tenured faculty to include, but not be limited to, all current tenured faculty and any future tenured faculty.
- 1.2 Authority: West Virginia Code § 18B-1-6, § 18B-8-7
- 1.3 Adopted: April 6, 2018
- 1.4 Effective: April 6, 2018

Section 2. Procedures for Evaluation of Tenured Faculty

- 2.1 Pursuant to West Virginia Code § 18B-8-7, any rules adopted by a governing board related to faculty preempts any conflicting rule adopted by the West Virginia Higher Education Policy Commission. Therefore, the West Virginia State University Board of Governors adopts this policy to ensure an evaluation of tenured faculty (ETF) is conducted on all tenured faculty to include, but not be limited to, all current tenured faculty and any future tenured faculty.
- 2.2 Evaluation of Tenured Faculty is intended to ensure consistent and continued faculty productivity. It considers the professional quality with which faculty members discharge the academic duties associated with their positions. It is further designed to support the development of faculty and to enhance student success that is to be assessed by qualitative and quantitative measures to include, but not be limited to: retention rates, persistence rates, and completion rates of students through faculty teaching, research and service. The West Virginia State University Board of Governors has an ethical responsibility to the students of the University, as well as a fiscal responsibility to the community that the University serves, to promote and ensure faculty productivity and excellence. Faculty at West Virginia State University are expected to contribute to the mission and goals of the University through a combination of teaching, research/scholarly activity, and/or service.
- 2.3 The Board of Governors, consistent with West Virginia Code, hereby establishes the following procedures to take effect upon adoption by the West Virginia State University Board of Governors. However, to enable the gathering of data, no action will be taken against faculty until the 2019-2020 evaluation of tenured faculty but will continue annually thereafter.

- 2.4 All tenured faculty are to be evaluated on an annual basis by a procedure and an instrument to be developed and, as needed, revised by the Provost with the approval of the Faculty Senate. The evaluation procedure and the evaluation instrument is to be in the Faculty Handbook as soon as is practical. Should the Provost determine that it is beneficial to allow the research/scholarly activity portion of the instrument to vary by college, doing so will be permissible as long as the research/scholarly contribution across colleges be equitable and both the teaching and service components are university-wide. This instrument will rate tenured faculty members as being: needs improvement, satisfactory, or excellent in each of four categories: (1) teaching; (2) research/scholarly activities; (3) service to the University, the community, or the profession; and (4) overall performance as a tenured faculty member.
- 2.5 During the faculty member's annual review, should the Chair or Dean to which a faculty member reports determine the faculty member's performance to be in the category of needs improvement in the area of either teaching or overall, the Provost, along with the Dean and/or department Chair of the faculty member in question, shall direct the establishment of an Evaluation of Tenured Faculty Committee (ETFC). The charge of the ETFC shall be to review the circumstances surrounding poor faculty performance, develop a plan of improvement (if necessary), and evaluate the success of such a plan in accordance with this policy.
- 2.5.1 Given that highest level of effective teaching lies at the heart and mission of the university, serious deficiencies in teaching can in and of themselves, be considered to constitute a designation of needs improvement and therefore result in a review of the faculty member and therefore subject the faculty member in question to the possibility of the sanctions contained within this policy..
- 2.5.2 As an 1890 land grant university, tenured faculty – especially those in leadership positions – fulfill the University's mission in a variety of ways. This includes participation in shared governance, service to the University, service to the community, and excellence in research/scholarly activities, all of which should be recognized by both in the evaluation of tenured faculty and by the instrument applied.
- 2.6 An ETFC shall be composed of the following: (1) a faculty member designated by the Provost; (2) the Dean of the College of the faculty member under review; (3) a faculty member selected by the Chair of the Faculty Senate; (4) a Dean chosen by the faculty member under review; and (5) a faculty member chosen by the faculty member under review.
- 2.7 Yearly evaluations begin in the fall of each semester and are typically completed by March 1st of each academic year. The timeline contemplated herein is that any faculty that may become subject to an improvement period as a result of a year evaluation shall be notified of that decision on or before March 15th of the academic year. Any hearing shall be conducted between March 15th and April 15th of the academic year. Any improvement plan shall be in place by May 1st of the academic year and remain in place until the next evaluation cycle one year from that time. For example, if an improvement plan is in place on May 1st, 2018 for a faculty member, the next evaluation as contemplated by this policy would be in the fall semester, 2019 (thus affording more than 12 months under the improvement period).

- 2.7.1 Following the initial organizational meeting of the ETFC, the faculty member must provide, within twenty-one (21) calendar days, a written document to the ETFC, which addresses the specific areas in need of improvement.
- 2.7.2 Upon receipt of the written faculty response addressing concerning the areas in need of improvement, the ETFC must schedule a hearing with the faculty member in question, to review the charge of “needs improvement.” This hearing is to be conducted no later than April 15th of that academic year as explained above. The Chair of the ETFC will provide a summary of the Committee’s findings to the Provost within 14 days.
- 2.7.3 As a result of this process, the Provost may direct the ETFC to develop an improvement plan for the faculty member in question. The improvement plan will be drafted by the ETFC, in consultation with the faculty member. The improvement plan will be subject to approval by the Provost. The improvement plan must include performance goals to raise the performance in the deficient areas(s), strategies for attaining the goals, the resources to be provided by the University to achieve the goals specified in the plan, specific measures by which the goals are to be assessed, and a timeline for the completion of goals included in the improvement plan. The approved faculty improvement plan for the coming academic year should be in place no later than May 1st of that academic year.
- 2.7.4 The timeline for completion of goals included in the improvement plan shall be determined by the Evaluation of Tenured Faculty Committee, with the approval of the Provost. The timeline can vary dependent upon the area of improvement, and the circumstances surrounding area in need of improvement the discretion of the Evaluation of Tenured Faculty Committee and with the approval of the Provost. Improvement timelines teaching in need of improvement, which is central to the goal of the University, and service in need of improvement, which can be improved immediately, are not to exceed one (1) academic year. Improvement timelines for research/scholarly activity in need of improvement, which may take longer to correct or to be properly evaluated, shall not exceed two (2) academic years initially. Faculty improvement plans shall begin the next academic year after the academic year in which the improvement plan is developed. Any resources needed to meet the requirements within the improvement plan shall be specified in the plan, but should not exceed any resources that would have been necessary to achieve a performance ranking of satisfactory initially.
- 2.7.5 If, at the next annual review of the faculty member on an improvement plan is progressing in a positive direction but has not yet achieved the satisfactory rating, the ETFC may redesign or adjust the improvement plan for one (1) successive year only with the approval of the Provost.
- 2.7.6 If, at the conclusion of the timeline for the improvement plan, the Evaluation of Tenured Faculty Committee determines the faculty member’s performance is still in need of improvement, the Provost, upon review, may initiate sanctions to include, but not be limited to, termination of employment of the faculty member, at the discretion of the Provost after consultation with the Committee. In the event that the faculty member’s employment is terminated, a one-year terminal contract may be extended to the faculty member.

Section 3. Appeals

- 3.1 Upon receiving an notification that a faculty member needs improvement in teaching or overall performance and receiving an improvement plan from the Evaluation of Tenured Faculty Committee, the faculty member may file a grievance with the Faculty Grievance Committee as specified in **Appendix C: WV Code§29-6-C Grievance Procedure for State Employees** of the Faculty Handbook.