

## **Evaluation by Division Chair**

The division chair's evaluation of faculty is carried out by the close of spring semester each academic year. The chair will have at least one conference each year with each regular faculty member to discuss this evaluation. Division Chairs may visit classes of faculty within their division for purposes of evaluating for promotion, tenure, post-tenure review, and teaching improvement. The evaluation is reviewed by the faculty member, the Division Chair, and the Vice President for Academic Affairs, with the opportunity for the faculty member to comment prior to signing. These evaluations, with any addendums including Supplementary Data Reports and Student Evaluations, are provided to the Office of the Vice President for Academic Affairs and Human Resources for inclusion in the personnel file.

Chair evaluations are expected to deal in as much detail as possible with information included in the Annual Faculty Evaluation. The Annual Faculty Evaluation is established and maintained through the Office of the Vice President for Academic Affairs in consultation with Human Resources and the Faculty Senate.

**Reviewed: Fall, 2009**

**Revised: Fall, 2009; February, 2025**

**Sponsors: Vice President for Academic Affairs and Division Chairs**