

05-01-20 Faculty Performance Evaluations

PURPOSE

To provide a structured process for providing regular, ongoing feedback to faculty concerning their overall job performance and development.

DEFINITIONS

- **Faculty.** For purposes of this policy, faculty means all regular and temporary full-time faculty.

POLICY/GUIDELINE

I. General

- A. Performance evaluations for non-tenured faculty shall occur at least annually.
- B. Performance evaluations for tenured faculty shall occur on a periodic basis but not less than once every three (3) years.
 1. Exceptions:
 - a. A tenured faculty member seeking promotion shall also receive a performance evaluation the evaluation cycle immediately preceding application for promotion, regardless of where the faculty member is in the periodic, three-year cycle.
 - b. A tenured faculty member may, upon request, receive a performance evaluation at least annually, provided the request is made to the dean prior to the start of the next evaluation cycle.
- C. The Vice President for Academic Affairs is responsible for creating the calendar for the faculty evaluation cycles. In accordance with the established schedule, the Office of Human Resources is responsible for initiating and overseeing the formal evaluation process for faculty.
- D. The Division of Academic Affairs will develop an effective and appropriate performance evaluation instrument for faculty in consultation with the Office of Human Resources. The Office of Human Resources will provide training to evaluating deans on a periodic basis, or as requested by the Vice President for Academic Affairs.
- E. The Vice President for Academic Affairs is responsible for maintaining a record of when faculty are due for evaluation and ensuring all completed performance evaluations are submitted to the Office of Human Resources for permanent record-keeping.

II. Self-Evaluations

- A. Faculty shall be required to complete and submit a self-evaluation to the supervising dean as part of the overall performance assessment.

III. **Discretionary Evaluations**

- A. The College may conduct discretionary performance evaluations of faculty at such times the institution deems necessary and appropriate.

IV. **Substandard Rating**

- A. A faculty who receives an overall rating that is substandard, which is any rating that is below competent, satisfactory, meets expectations or other equivalent standard, on an annual, periodic or discretionary performance evaluation may be subject to one or more of the following measures:
1. Deemed ineligible for promotion in rank or for tenure until substandard performance is corrected to a satisfactory level
 2. Performance improvement plan (PIP), with follow-up evaluation
 3. Discipline
 4. Termination
- B. Receiving a repeated overall substandard rating on any performance evaluations may lead to termination.

V. **Rebuttals and Appeals**

- A. The Vice President for Academic Affairs shall establish appropriate procedures for faculty to rebut or appeal the dean's final evaluation. At a minimum, those procedures shall include the following:
1. **Rebuttal.** A rebuttal is a written response to the dean's final evaluation. Generally, it should be submitted to the dean within 14 days of the evaluation and will become part of the permanent record maintained by the Office of Human Resources.
 2. **Appeal.** An appeal is a formal, written petition to the Vice President for Academic Affairs to correct factual errors in the dean's final evaluation. An appeal is only permitted when the final rating is substandard. The timeline for filing appeals shall be determined by the Vice President for Academic Affairs when establishing the calendar for the faculty evaluation cycle. After a thorough and careful review of the facts, the Vice President for Academic Affairs shall provide a written decision to both the appellant faculty member and the evaluating dean. The appeal and the Vice President's decision become part of the permanent record maintained by the Office of Human Resources.

RELATED POLICIES

- [Nashville State Policy 05-01-19 Staff Performance Evaluations Policy](#)

Approved by Cabinet 7/10/23; updated 9/22/25