# Proposed guidelines for faculty evaluation process

It is the responsibility of the FPC to oversee the faculty evaluations as described by the senate by-laws. FPC would like to submit following guidelines for the evaluation process for senate approval.

- It is the responsibility of the FPC from procuring and distributing materials to releasing the results to oversee the entire process.
- FPC is responsible for setting guidelines and also assuring the integrity of the process. Therefore the initial dissemination of results should only be done with consent of the FPC.
- Computer services helps in the process with preparing reports for individual faculty members and for academic departments and programs.
- Center for online learning makes arrangements for evaluations to be done in online classes.

FPC suggests following procedure for evaluations

FPC is responsible for arrangements to procure the materials, arrange them and inform the department/program chairs when it is ready.

Chairs are responsible for conducting evaluations and returning the completed materials to the designated location within the allocated time. <u>Submissions after the deadline may not be accepted.</u>

Center for online learning is responsible for collecting data from online evaluations.

Computer services is responsible for processing the completed forms, preparing the necessary reports and returning the reports to the FPC.

FPC should arrange the reports for each college and inform the deans.

Deans are responsible for sending the evaluations to each academic department in their respective college.

Submitted to the faculty senate by Faculty personnel committee

11/07/2014