

3356-10-29 Faculty annual performance evaluations

(A) Purpose. The purpose of faculty annual performance evaluations is to foster continuous professional growth and provide decision-makers with comprehensive information regarding faculty performance including considerations for promotion, tenure, and post-tenure decisions. In addition, pursuant to section 3345.452 of the Revised Code, the evaluation establishes a projected work effort distribution for the faculty member for the next year which shall be used during the next year's evaluation.

(B) Procedure. Faculty members shall adhere to the instructions and timeline regarding the faculty annual performance evaluation.

(1) Each full-time faculty member at Youngstown State University (YSU) shall undergo an annual performance evaluation encompassing the entire academic year, including summer terms when applicable. There are three parts to the evaluation:

(a) Rubric-based assessment of the performance areas,

(b) Summary assessment of the performance areas, and

(c) A narrative summary of the peer review in teaching.

(2) Performance areas to be evaluated:

(a) The areas subject to evaluation include any in which a faculty member devotes five per cent or more of their annual workload. These areas may include, but are not limited to, teaching; research, scholarship, creative activity, or commercialization; service; clinical instruction or activities; administrative responsibilities; and other duties recognized by YSU.

(b) The areas evaluated for each faculty member will correspond to assigned workload for the summer (if applicable), fall, and spring terms. Accordingly, workload plans and reports must be updated as necessary to accurately reflect these assignments.

(3) Summary assessment of the performance areas. Pursuant to section 3345.452 of the Revised Code, the evaluation tool shall include a "summary assessment of the performance areas" for each

area that faculty spend five per cent or more of their annual work time in workload.

The summary assessment shall include one of the following performance parameters for each area evaluated: exceeds performance expectations, meets performance expectations, or does not meet performance expectations.

(C) Performance area evaluation tool. The performance area evaluation tool used for the annual faculty evaluations shall include both the department chair's evaluation of the faculty member and the dean's review and approval or disapproval. In assessing performance areas, faculty annual evaluations conducted by administration shall incorporate student evaluations of teaching and a summary of peer reviews. Additionally, any requirements specified in a faculty member's initial appointment letter, when applicable, shall be reflected in both the chair's evaluation and the dean's review. References to personnel investigations for which findings have not been reported should be avoided, but those with findings should be included.

- (1) For faculty members holding cross-appointments, department chairs or school directors will confer regarding the individual's performance prior to finalizing the evaluation and summary assessment.
- (2) An annual faculty performance evaluation rubric developed by the chair and/or dean shall be reviewed and considered for approval by the dean. The rubric should align with program goals, action steps, and program pitch statements and shall employ standardized, objective, and measurable performance metrics. The provost retains final approval authority regarding rubric criteria.

Minimum rubric requirements for teaching and non-teaching duties:

- (a) Teaching. While an evaluation rubric for teaching may vary across the university, student evaluation of teaching, chair observation of teaching, and peer evaluations shall be included in annual faculty evaluations.
- (i) Student evaluation of teaching. Pursuant to section 3345.451 of the Revised Code, student evaluations

conducted by university administration account for at least twenty-five per cent of the teaching area component of the evaluation.

(a) Each faculty member will be evaluated for each course each semester. To be excluded from this requirement, prior approval must be sought from the chair, dean, and provost.

(b) Faculty members who team-teach shall be evaluated individually on the same basis as a faculty member teaching a course individually.

(ii) Chair and/or dean observation of teaching. Chairs/school directors and/or deans may, at their discretion, use in-class or online observations of teaching in the process of completing their evaluation of faculty. Chairs/school directors and/or deans will determine the frequency and timing of observations.

(iii) Peer evaluation. An informative summary of the peer evaluations should be included within the annual evaluation of faculty performance. This summary, compiled by the chair/school director, should be a standalone summary that does not factor into the evaluation rubric or resulting summary assessment.

(b) Non-teaching hours. Section 3345.452 of the Revised Code requires that workload for activities other than teaching shall include performance expectations to serve as the basis for the performance evaluations. Per this requirement, and because all full-time faculty are assumed to have an annual load of thirty credit hours, tenured and tenure track faculty must account for the six annual hours of non-teaching hours that, when added to the twenty-four instructional credit hours, equals the thirty annual credit hours.

In addition, all faculty members must account for any reassigned time approved by the dean and/or provost that results in an annual instructional load less than twenty-four credit hours for tenured and tenure track and less than thirty credit hours for non-tenure track full-time faculty members. The assessment of activities supported by reassigned workload will be based on materials submitted by faculty members. These categories include:

- (i) Research, scholarship, commercialization, and creative activity. Applies to tenured and tenure track faculty members. In the rare instance that reassigned time is provided to non-tenure track faculty and equates to greater than five per cent of total academic year workload, this section will also apply.
- (ii) Service. Applies to principal lecturers, tenured, and tenure track faculty members. In the instance that reassigned time is provided to other non-tenure track faculty and equates to greater than five per cent of total calendar year workload, this section will also apply.
- (iii) Other. Reassigned activities other than teaching; research, scholarship, commercialization, creative activity; or service. When these activities account for greater than five per cent of total academic year workload, a clear description of the project or assigned administrative duty expectations and accomplishments shall be included.

(D) Results.

- (1) The annual faculty assessment results shall be a factor for workload assignment for the following year and for the subsequent year evaluation. Therefore, workload reports for the year of the annual evaluation and workload plans for the following year shall be included as part of the annual evaluation.

All workload assignments must be compliant with YSU's established workload policies as directed by rule 3356-10-20 of the

Administrative Code, “Faculty workload policy,” and adopted under section 3345.45 of the Revised Code and receive approval from the respective dean and the provost.

(2) If any faculty member receives an assessment of “does not meet expectations” in any area, specific recommendations for how the shortcomings should be corrected and a timeline by which they should be addressed will be provided.

Any tenured faculty member who receives an evaluation of “does not meet expectations” in teaching, scholarship, or university service may be evaluated according to rule 3356-10-31 of the Administrative Code, “Faculty post-tenure review policy.”

(3) Timeline.

(a) The faculty member shall submit their completed portion of the annual performance evaluation to the department chair/school director by May twentieth of each calendar year. This date allows time for spring student evaluations to be returned, reviewed, and included in the evaluation materials submitted by the faculty member.

(i) If a faculty member misses the May twentieth deadline, the evaluation will proceed through all steps and placed in the faculty success technology platform (FSTP). Because chairs/school directors and deans will not assume any information, they will be required to assess each area as “does not meet expectations.”

(ii) Faculty members on leave, including FMLA, can work with their chair and dean to determine an acceptable deadline for the annual evaluation.

(iii) Faculty members on sabbaticals and faculty improvement leaves shall submit their annual faculty evaluation in addition to the required reports in the YSU/YSU-OEA agreement.

(b) The evaluation shall be conducted by the department chair/school director, reviewed and approved by the dean, and

submitted to the provost for final review. In cases where there is disagreement between the chair or director and the dean, the provost shall serve as the final decision authority.

- (c) Performance evaluation assessments, including any comments from the department chair/school director and dean, will be available to faculty members before the beginning of the following fall term.
- (d) Appeals. If a faculty member wishes to appeal the final annual performance evaluation assessment, the faculty member may do so by submitting an appeal application in the FSTP within fifteen days of receiving the final assessment. Appeal applications are provided by the institute for teaching and learning (ITL) at the request of the faculty member.
 - (i) Upon receipt of the appeals request, a five-member review committee shall be formed. The committee shall be comprised of three representatives appointed by the provost and two representatives appointed by the president of the association. Committee members may not be from the appellant's academic department. The committee will be formed within fifteen days of receiving the appeals request.
 - (ii) The faculty member has the right to submit to the appeal committee a written rebuttal of the assessment(s). The committee shall meet with the appellant, department chair/school director, dean, and any other persons it deems appropriate and shall submit a recommendation to the provost within thirty calendar days. Should the appeals panel fail to submit a recommendation within the prescribed deadline, the provost's decision shall stand.
- (e) Policy review cycle. The provost's office is responsible for this policy. At a minimum, this policy will be reviewed every five years.

(f) YSU shall not bargain faculty annual performance evaluation policies. This policy applies, notwithstanding, any contrary provision in a collective bargaining agreement entered into on or after the statute's effective date.

(E) This policy is adopted by the board of trustees pursuant to section 3345.455 of the Revised Code and per the directive of the chancellor of the ODHE. This policy becomes effective upon the earlier of:

- (1) The ratification or adoption of a new collective bargaining agreement replacing the agreement between Youngstown state university and the Youngstown state university chapter of the Ohio education association, 2023 to 2026; or
- (2) The commencement of conciliation proceedings during such negotiations.