
INTEROFFICE MEMORANDUM

TO: All Faculty
FROM: Faculty Development And Evaluation Committee
DATE: NOVEMBER 19, 2008
SUBJECT: Determining Weights For The Faculty Evaluation System

The Faculty Development and Evaluation Committee is charged with developing a faculty evaluation system, which reflects the priorities and values of the faculty in each department. It is our view that, for a fair and valid faculty evaluation system to be developed, it must be based on information that permits us to address the following issues:

1. Which of the many roles faculty play do you think *ought* to be evaluated in your departmental evaluation system?
2. For each role, what is the range of specific values or weights you believe to be appropriate for your department in reaching an overall evaluation of a faculty member?
3. How should these roles be defined so that, when they *are* evaluated, the faculty are confident that the appropriate activities have been examined and/or observed in arriving at the evaluation?

Our previous survey when you listed your duties as a faculty member addressed question 1 above. The attachment to this memo includes the roles and definitions the committee has developed, based on the results of that survey.

We now need your assistance to complete question 2. You are asked to indicate a minimum and maximum weight for each role. For example, considering the teaching role, should performance in teaching count at least 50% of the overall evaluation of a faculty member? Should it count at least 75%? In other words, what should be the minimum weight that teaching performance should count in the overall evaluation system? Likewise, what should be the maximum teaching should count? 85%? 95%? 100? Should a faculty member's entire evaluation be allowed to be based only on teaching performance (e.g., 100% maximum)? Or should a faculty member be evaluated in some other activities besides teaching in arriving at an overall evaluation? The answers to all these questions reflect your values concerning the various roles to be evaluated. We need to have your values express so that the final evaluation system reflects the faculty as a whole.

You also need to determine how much weight or relative importance the various components of the teaching role should have in the overall evaluation. For example, we defined teaching as involving four components: 1) instructional delivery skills, 2) instructional design skills, 3) content expertise, and 4) course management. The issue now is to determine how much relative importance each of these four components should have in the evaluation of the teaching role as a whole. Please note that the total of all component weights must equal 100%.

The final question, deals with who should provide input or be the source of information for the evaluation process. You will again determine this. We will be asking for your input to determine the sources of information in the fall.

Once you've completed your individual role weights and component weights, you will meet with your department to determine the minimum and maximum for each department. We are asking the department chairs to send us this information by April 30. Based on the results we receive from each of the departments, the committee will determine the minimum and maximum weights for the entire college. We want to complete that phase of the process prior to the end of this term.

Attached, too, is a worksheet to be used in determining the minimum and maximum weights for each role and for the component weights within teaching.

We appreciate your cooperation in developing an evaluation system that reflects the various roles you perform for the college.