

**NORTH GEORGIA
COLLEGE & STATE UNIVERSITY
POLICY AND PROCEDURE MANUAL**

SUBJECT: PERFORMANCE EVALUATION AND DEVELOPMENT PLANNING-FACULTY

I. GENERAL

The evaluation and development of faculty members honors excellence in teaching, service, and professional development. An accurate job description should always be used as the basis for performance evaluations. Evaluations and development plans must be specific and meaningful for both the faculty member and his or her manager, who share responsibility for a successful process.

II. PROCEDURE

A. FACULTY

1. In January or February of each year, every teaching faculty member will be evaluated by his or her department head, utilizing multiple sources of input and documenting the evaluation on the appropriate NGCSU evaluation form. The department head and the faculty member will discuss the evaluation, agree on development plans, and sign the form. The faculty member should be given a copy of the completed form.
2. The overall rating on the evaluation is based on a weighted average of the three evaluation factors (Teaching, Service, and Professional development). Teaching is weighted 60% and the other two factors are weighted a total of 40%. Each year the faculty member and his or her manager/department head distribute the 40% between Service and Professional development by establishing a percentage of 10% to 30% for each. In any two year period, however, both Service and Professional Development percentages must average 20%.
3. Faculty members and/or department heads may arrange interim meetings throughout the year to review performance and progress toward the achievement of development goals, and/or make revisions to development plans and strategies.

B. DEPARTMENT HEADS

1. In February, each department head will be evaluated by his or her dean, utilizing multiple sources of input and documenting the evaluation on the appropriate NGCSU evaluation form. The dean and the department head will discuss the evaluation, agree on development plans, and sign the form. The department head should be given a copy of the completed form.
2. Department heads and/or deans may arrange interim meetings throughout the year to review performance and progress toward the achievement of development goals, and/or make

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EFFECTIVE
DATE _____

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2. Department heads and/or deans may arrange interim meetings throughout the year to review performance and progress toward the achievement of development goals, and/or make revisions to development plans and strategies.

C. DEANS

1. In February or March, each dean will be evaluated by the Vice President for Academic Affairs (VPAA), utilizing multiple sources of input and documenting the evaluation of the appropriate NGCSU evaluation form. The VPAA and the dean will discuss the evaluation, agree on development plans, and sign the form. The dean should be given a copy of the completed form.
2. Deans and/or the VPAA may arrange interim meetings throughout the year to review performance and progress toward the achievement of development goals, and/or make revisions to development plans and strategies.

III. RELATIONSHIP TO PROMOTION, TENURE, AND MERIT PAY

Performance evaluations will be utilized in making promotions, tenure, and salary increase recommendations in accordance with Board of Regents policies and NGCSU's policies and merit pay program.