



# Northwestern Oklahoma State University

DATE: March 8, 2004  
TO: Faculty name  
FROM: Tim Maharry, Chair, Faculty Evaluation and Development Task Force (FEAD)  
RE: piloting the new faculty evaluation system

Dr./Ms./Mr. ,

On behalf of the FEAD task force I would like to thank you for volunteering your time to help us pilot and evaluate Northwestern's proposed new faculty evaluation system. Throughout the development of the faculty evaluation program it has been vitally important to get input and feedback from faculty members and thus your opinions and suggestions are greatly appreciated. With information gathered in this trial run, we hope to make necessary improvements and/or modifications and fully implement the new evaluation system in the fall 2004 semester. The goal of this new evaluation system is to develop an entire process aimed at growth and development and to provide opportunities for faculty to become more effective.

The proposed new evaluation system includes five areas for evaluation and development. These areas are: (A) Teaching & Instruction, (B) Professional Development, (C) Scholarly Activity, (D) Institutional Involvement, and (E) Community Service. The faculty member being evaluated chooses a weight for each of the five categories. The faculty member is evaluated using three sources: student evaluations, peer evaluations, and department chair evaluations.

Here is a brief outline of the process: (trial run – spring 2004)

**March 8** – Faculty member receives information about the new evaluation system, begins to develop a teaching portfolio/application for faculty review (an outline/guide of suggested materials for the portfolio is attached)

**March 26** – Faculty member submits teaching portfolio to the department chair. The faculty member will also submit the name of his/her 1<sup>st</sup> peer committee member and a list of 3-5 names for 2<sup>nd</sup> peer committee member. The department chair will choose the 2<sup>nd</sup> peer committee member from this list. (at least one peer committee member must be from the faculty member's department)

**March 29 – April 16** – Peers and department chairs review portfolios and fill out evaluation forms.(attached)  
The portfolios and evaluation forms are returned to the Academic Dean who compiles the information and fills out the faculty evaluation summary sheet.(attached)

**April 19 – April 23** – Department chair meets with faculty member to go over the evaluation process and return the portfolios.

**April 26 – April 30** – Members of the FEAD task force will then meet with faculty, as well as peer evaluators and department chairs, to get feedback and suggestions for improvements in the faculty evaluation system.

For more information visit our website at <http://www.nwosu.edu/fead/fead.htm> . Thank you again for your help in this process. If you have any questions or concerns, please don't hesitate to call me or any members of the FEAD task force. --- Tim Maharry, 327-8583