

Shawnee State University

POLICY TITLE:	FACULTY ANNUAL PERFORMANCE EVALUATION
POLICY NO.:	2.26
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EFFECTIVE DATE:	12/13/2025
NEXT REVIEW DATE:	12/2030
RESPONSIBLE OFFICER(S):	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

1.0 POLICY PURPOSE

This policy ensures compliance with the requirements of section 3345.452 of the Ohio Revised Code which mandates that all full-time faculty directly compensated by the university undergo annual performance evaluations using standardized, objective, and measurable performance metrics.

2.0 SCOPE

2.1 This policy applies to all full-time faculty members directly compensated by Shawnee State University, including those in tenure-track, tenured, instructor, clinical instructor, and full-time online classifications who have more than one-year of employment at the university.

3.0 TIMING OF ANNUAL PERFORMANCE EVALUATION

3.1 Annual performance evaluations will be first conducted in the Spring 2027-2028 semester and will include student evaluations completed during the Spring and Summer 2026-2027 and Fall 2027-2028 semesters.

3.2 Full-time faculty members in the first three years on the tenure-track will follow the timeline in Procedure 2.15:1 based on their contract year. The annual performance evaluation will be conducted beginning on or around February 15th and culminating with the Provost notification (March 15 or June 1) depending on the candidate timeline.

3.3 All other full-time faculty members will annually submit a self-evaluation in each performance area set forth in section 4.2, below to be evaluated to their Department Chair/School Director no later than March 1 of each spring semester.

3.4 The Department Chair/School Director will complete the annual performance evaluation for each full-time faculty member in their unit between March 15 – April 15 of each academic year and submit their evaluation and recommendations to the College Dean.

- 3.5 The College Dean will review and the Chair/Director's evaluation send their recommendations to the Provost by the grades due date for the spring semester.
- 3.6 The Provost will review the recommendations and provide a final approval of the annual performance evaluation by June 1.

4.0 EVALUATION PARAMETERS

- 4.1 The annual performance evaluation will be comprehensive and include standardized, objective, and performance metrics.
- 4.2 The faculty member will be assessed in each of the following performance areas that they spent at least (5) five per cent of their annual workload on over the preceding academic year:

- 4.2.1 Teaching

- 4.2.2 Research

- 4.2.3 Service

- 4.2.4 Clinical Care

- 4.2.5 Administration

- 4.2.6 Commercialization

Hereinafter, as used in this policy, "performance areas" shall mean the items in sections 4.2.1 through 4.2.6.

- 4.3 The evaluation will include a summary assessment of each of the performance areas with a rating for each area as to whether the faculty member "exceeds performance expectations," "meets performance expectations," or "does not meet performance expectations."
- 4.4 Policy 2.11 details the percentage of teaching duties in the total annual workload for each faculty classification. In addition to reviewing student evaluations, peer evaluation of professional development in teaching, classroom observation, and/or review of teaching activities will be evaluated. The total teaching workload percentage assigned to the specific faculty member will equal the total weight assigned to the teaching performance area in the evaluation. For example, 90% teaching and 10% service for a Full-Time Instructor.
 - 4.4.1 Student evaluations conducted pursuant to section 3345.451 of the Ohio Revised Code will account for (25) twenty-five per cent of the teaching performance area evaluation.

- 4.4.1.1 These student evaluations will include the following three questions and answer options:
 - 4.4.1.1.1 Does the faculty member create a classroom atmosphere free of political, racial, gender, and religious bias? (yes or no)
 - 4.4.1.1.2 Are students encouraged to discuss varying opinions and viewpoints in class? (yes, no, or not applicable)
 - 4.4.1.1.3 On a scale of 1-10, how effective are the teaching methods of this faculty member? (1 is not effective and 10 is extremely effective)
- 4.5 The annual performance evaluation will establish a projected work effort distribution for the faculty member for the upcoming academic year, which shall be used during the next evaluation.
 - 4.5.1 The projected work effort will be in accordance with Policy 2.11 and must be recommended by the Dean and approved by the Provost.
- 4.6 The remaining performance areas in which the faculty member spent at least (5) five per cent of their workload allocation will be weighted according to the assigned percentage.
- 4.7 Annual performance evaluations shall be conducted by the Department Chair or School Director, reviewed and approved/disapproved by the College Dean or equivalent administrator, and submitted to the Provost for review and final approval.
 - 4.7.1 If there is a disagreement between the Department Chair/School Director and the Dean, the Provost shall have the final decision authority.
- 5.0 APPEAL OF FINAL EVALUATION
 - 5.1 Following receipt of the annual performance evaluation results, the faculty member may appeal the evaluation in any performance area in which they have been rated as “does not meet performance expectations.”
 - 5.2 Appeals must be submitted to the Provost no later than the first Friday of the subsequent fall semester.

- 5.3 Within 10 working days of receiving an appeal, the Provost will meet with the faculty member to discuss the basis for the appeal and review any supporting materials provided by the faculty member.
 - 5.3.1 If a faculty member files the appeal during the summer, but also requests a delay in the appeal meeting, the Provost will schedule the appeal meeting for a mutually agreed upon date no later than the last day of the first week of class of the subsequent fall semester.
 - 5.3.2 The Provost may seek additional information from the faculty member, the Dean, and/or the Department Chair/ School Director.
 - 5.3.3 The Provost will provide their final decision as to whether the performance area rating will be amended to “meets performance expectations,” “exceeds performance expectations,” or will remain as rated within 10 business days of the appeal meeting.

6.0 PREVAILING PROVISIONS

- 6.1 Until August 22, 2027, the 2024-2027 Collective Bargaining Agreement between Shawnee State University and the Shawnee Education Association prevails over any conflicting provisions adopted in this policy.
- 6.2 Beginning August 23, 2027, Policy 2.26 Faculty Annual Performance Evaluation, including any amendments hereto, prevails over any conflicting provisions of a collective bargaining agreement entered into after August 22, 2027.

History

Effective: 12/13/25