

From: <http://sacs.nicholls.edu/admins/NSU Policy and Procedure Manual.doc>

2.10.3.1 The Formative Evaluation

The Performance Review known as the formative evaluation of all instructors and probationary and tenure contract academic faculty shall be conducted by the Department Head in the spring and shall be based upon evidence of performance in the prior calendar year. (For the purpose of faculty development, faculty who have only served one semester before the beginning of the formative cycle shall also be reviewed and shall submit the proper forms and evidence as described in Section **Error! Reference source not found.** below.) “The Common Form,” is the annual assessment instrument used for formative evaluations. The Head (or as appropriate, the Dean) shall prepare a formative evaluation report containing the following:

- a. an evaluation of the faculty member's effectiveness in each of the performance review categories (Section **Error! Reference source not found.**);
- b. recommendations for
 - merit salary increase,
 - reappointment of term and probationary faculty (except as noted in Section **Error! Reference source not found.**),
 - initiating Board-mandated remediation (Section **Error! Reference source not found.**) for tenured faculty once there have been multiple unsatisfactory reviews by the department head, and
 - participation in faculty development programs.

Though separate forms can be used for merit pay determinations, all merit pay determinations are part of the formative process. Because the formative evaluation involves an assessment of a calendar year, only faculty who have been employed for a calendar year (excluding the summer session) shall be eligible for merit pay. All forms are subject to the approval methods given in Section **Error! Reference source not found.**. Though standards can be established by each academic unit, these standards must use the percentage guidelines mentioned in Section **Error! Reference source not found.**. All formatives must be accompanied by evidence as described in Section **Error! Reference source not found.**.

Each department shall have its own discipline-specific criteria and shall have its own formative evaluation form that was discussed and recommended by majority vote of at least a quorum of the instructors, probationary, and tenure contract academic faculty within the department with approval of the Department Head and Dean to ensure the criteria shall contain the appropriate rubrics and comply at least minimally with the criteria and evidence in the Common Form. Issues not resolved at the Department Head or Dean's level are subject to review by the Provost and Vice President Academic Affairs. In addition to any departmental forms, the evaluating department head must complete the Common Form.