

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

2.10.3.4 *The Summative Evaluation*

Peer review at Nicholls State University shall always be treated as a recommendation to the Department Head, Dean or Director of the University Library, or the Vice President. The peer review recommendation does not relieve the administrator from the responsibility of making the evaluative decision.

The Performance Review known as the summative evaluation shall be conducted in the fall semester. The review shall be based upon cumulative evidence of performance subsequent to the last formative evaluation (including all activities since the last formative evaluation) and shall result in decisions with regard to promotion and/or tenure.

Summative evaluations shall be scheduled at the discretion of the Department Head and/or Dean or may be scheduled in response to a request by the faculty member (for example, in the application for promotion). In all cases, a summative evaluation shall be performed before formal consideration for promotion and tenure.

Department Heads who also function as faculty shall be evaluated as tenured faculty.

In the following sections the term “summative dossier” refers to all of the documents that are passed from one level of review to a higher level. A summative dossier may contain forms, a professional portfolio, appropriate letters and responses, and acceptable clarifying documents. A candidate may review the summative dossier at any stage in the process by making the appropriate contacts and scheduling an appointment.

Note: While reviewing the summative process described below, faculty should keep the following points in mind:

- there is only one appeal per year
- there are three levels of appeal
- appeals may be made at any level, regardless of the outcome(s) of the previous level(s)