

GUIDELINES FOR EVALUATION OF FACULTY
Division of Agriculture, Forestry and Veterinary Medicine

Mississippi Agricultural and Forestry Experiment Station
Mississippi State University Extension Service
College of Agriculture and Life Sciences
Forest and Wildlife Research Center
College of Forest Resources
College of Veterinary Medicine

Purpose: Annual evaluation is an essential component of the functioning of the University. All employees have a right to know what is expected of them and how they are performing compared to those expectations. The evaluation form and process allow the faculty members/scientists/specialists (hereafter termed faculty) to inform their supervisors about their accomplishments and activities for the year, to suggest goals/objectives for the coming year, and to discuss these issues and others face-to-face with the supervisor who recommends salary adjustments and promotions. Faculty members are obligated to be thorough and honest in completing the forms.

Administrators have the opportunity to use the evaluation forms and process to counsel their staff members, to set expectations of quality and productivity, to set group and individual goals/objectives, to reward achievement, and to change or modify directions of the unit. Administrators are obligated to conduct a thorough review of each person's forms, to suggest corrections if necessary, to evaluate carefully, and then to conduct a face-to-face interview with the person.

Criteria: The measurement of productivity is the key element of the evaluation process. Productivity is reported and evaluated in terms of courses taught, grants awarded, publications, etc. Such accomplishments should be judged in terms of quality standards. Although some expectations of productivity and quality may be universal, in general, each unit must establish its own. Administrators in conjunction with their faculty are asked to establish departmental productivity expectations in writing. The teaching, research, extension, clinical and public service roles of the many units involved vary, as do the extramural funding opportunities, internal funding support, facilities, and personnel resources available. Administrators completing evaluation forms are generally not aware of the productivity or resources of other units. Thus, the determination of what is unacceptable, average or exceptional must be done in comparison of the faculty member to his/her peers within the same unit. Supervisors and faculty may want to set standards for their units compared to regional or national norms for their discipline.

Numerical Evaluation: Although the criteria of productivity standards may vary across units, the interpretation of numerical scores should be universal. The following guidelines apply:

1. Unsatisfactory. Quality and/or quantity of work totally unsatisfactory. Immediate corrective action imperative.
2. Needs Improvement. Work unsatisfactory in quantity and/or quality. Individual not performing at adequate level. Corrective action required.
3. Satisfactory. Individual performance at "satisfactory" level. (See current *Faculty Handbook*, i.e. Revised 2004, Section V.) Task and goals are being accomplished in a timely and competent manner.
4. Excellent. Quality and quantity of work consistently meritorious; goals regularly exceeded, highly productive; individual recognized beyond the unit.
5. Superior. Preeminent distinction resulting from consistent outstanding meritorious accomplishments.

N/A Not applicable. To be used when evaluation item does not apply.

Note: Unit heads should fully explain unusually high or low numerical scores in the narrative portion of the evaluation. Scoring applies to an evaluation of the current year only, but unit heads should indicate to the employee whether he/she is making reasonable progress toward promotion/tenure. Overall evaluations should be reflective of total performance and not necessarily an arithmetic average of individual scores.

Process: Faculty should be sent the guideline document and evaluation form prior to the end of the calendar year and instructed to complete the appropriate parts (Teaching, Research, Extension and/or Service) of **Section IV. Summary of Activities**. Unit heads should have the forms returned to them by a specific date (but no later than mid-January, 2007), so that all forms can be reviewed by him/her before beginning the evaluation conference process.

[Special note for off-campus Faculty: Performance evaluation will originate with the head with administrative responsibility. Evaluation input will be solicited by the REC head from the department head of the discipline where the REC faculty holds appointment. Likewise, a department head will solicit evaluation input from REC(s) concerning activity and performance of on-campus faculty who do work on a REC

facility or in the area. Final decisions on performance evaluation will be the prerogative of the head with administrative responsibility.

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Department Heads may request input or review by their Extension Leaders. The evaluation forms for all faculty with Extension appointments will be forwarded to the appropriate State Program Leader for review.]

During the evaluation, the supervisor **must** meet individually with each faculty member. If, during that discussion, the supervisor chooses to change the scoring or modify his/her narrative, an additional page should be attached. The faculty member may attach his/her own additional page of comments or request a review with the Dean and/or Director(s). After signatures by the department head and faculty member, the original form will be filed in the department head's office, and confidential copies of pages 1-5 will be sent to the faculty member, the appropriate Dean(s)/Director and Provost in the case of academic appointments. Deans and Directors are encouraged to review these forms. The process must be completed through the Department Heads offices by **March 1**.

It should be noted that both Numerical and Narrative Evaluations (Sections I and II) should remain confidential. However, units are encouraged to compile Summaries of Activities (Section IV) to report the productivity of their units.