

Evaluation Procedures proposed by the ASC subcommittee 1

First Year:

- A. Teaching:
 - 1. Teaching and Course Evaluation of all courses taught **Form T1**.
 - 2. In class teaching observation every semester:
 - i. Pre-observation informative meeting with the Chairperson;
 - ii. Observation by two peers **Form T2**;
 - iii. Compiled form by Department Secretary **Form T2**;
 - iv. Post-observation meeting with Chairperson **Form T3**;
 - 3. Start compilation of a teaching portfolio **Form T4**
- B. Research: The faculty member shows evidence of starting a research program
- C. Services: No expectations; evidence of integration into NDU's environment

Subsequent Years:

- A. Teaching:
 - 1. Teaching and Course Evaluation of all courses taught **Form T1**.
 - 2. In class teaching observation every semester **years 2 and 3 at most**:
 - i. Observation by two peers **Form T2**;
 - ii. Compiled form by Department Secretary **Form T2**;
 - iii. Post-observation meeting with Chairperson **Form T3**;
 - 3. Continuous addition of material to the portfolio **Form T4**
- B. Research:
 - 1. Research Plan every two years **Form R1**:
 - i. Draft discussed with a peer in a similar discipline;
 - ii. Reviewed with the chairperson before final submission;
 - iii. A progress report is filed two years later along with a new research plan;
 - 2. Listing of research and scholarly work since last evaluation **Form R2**
- C. Services:
 - 1. Report for every participation to University standing and ad-hoc committee; to be filled once work is completed **Forms S2A and S2B as appropriate**;
 - 2. Listing of services and contribution since last evaluation **Form S1**
 - 3. **Experimental** Advisor's evaluation **Form S3**

Path and Procedures for file Review and Evaluation:

- I. All forms collected and made available to the DPC prior to evaluation meeting
- II. File reviewed by DPC with quantitative and qualitative evaluation and recommendation **Form TRS**
- III. Recommendation reviewed by the concerned faculty member who may choose to write a reply added to the file.
- IV. All file to FPC. Two outcomes:
 - 1. Supports the recommendation of the DPC and sends the file to the Dean;
 - 2. Digresses with the DPC, justifies digression in writing and fills **Form TRS**.
Reviewed by Faculty member who may choose to write a reply. File sent to the Dean;
- V. Dean's recommendation. Two outcomes:
 - 1. Supports the recommendation of the FPC and sends the file to the VPAA;
 - 2. Digresses with the FPC, justifies digression in writing, sends to the VPAA;
- VI. VPAA drafts final recommendation based on all evaluations and replies, if any. Only in case of a denial of reappointment is the file sent to the UFPC
- VII. Recommendation sent to the President for final action.