

**College of Liberal Arts and Sciences
Bradley University**

Policy for the Annual Evaluation of First-Year Faculty

**Adopted by the LAS Executive Committee and the LAS Dean:
January 24, 2018**

Bradley University's standing policy and practice is to conduct annual faculty performance evaluations during the fall semester. These evaluations assess faculty performance for the preceding academic year. Consequently, full-time faculty who begin their first year at Bradley University in August will not have served in their present positions during the period for which the faculty evaluation is being conducted. In completing the evaluation for such faculty members, department chairs have the following options.

Option 1: The department chair may strike a line across the numerical rating portion of the evaluation form and note in writing that the new faculty member was not employed in their present position at Bradley University during the period for which the evaluation is being conducted.

Option 2: The department chair may strike a line across the numerical rating portion of the evaluation form and append a brief performance review statement or a statement of encouragement to the new colleague.

Option 3: The department chair may request the new faculty member to complete a teaching, scholarship, and service plan for his or her first academic year. In this case, the department chair may strike a line across the numerical rating portion of the evaluation form and append a statement that offers thoughtful feedback on the faculty member's plan.

In some instances, a new tenure track faculty member may have served as a visiting or an affiliate faculty member at Bradley University during the period for which the evaluation is being conducted. Department chairs should not reference the new tenure track colleague's performance as a visiting or affiliate faculty member. Rather, the chair may complete the evaluation following Option 1, 2, or 3 (specified above).