Faculty Evaluation Procedures

FACULTY EVALUATION PROCEDURES

SG 3.07

Date of Last Update:
April 03, 2026

Approved By:

- University Academic Senate / Provost

Responsible Office:
Provost Office

POLICY STATEMENT

Faculty Evaluation Procedures:

A. Written Performance Expectations

Each unit will develop written performance expectations (for contract renewal, tenure, promotion, and sabbatical leave) of all unit faculty as appropriate to various ranks. These expectations should be specific to the disciplinary focus of the unit but compatible with the performance expectations of all faculty as expressed in the Faculty Handbook and of the college/school in which the unit is housed.

B. Faculty Workload Reports and Faculty Workload Plans

Annually, by **October 1**, each faculty member will prepare a Faculty Workload Plan (FWP) for the next calendar year and by **February 1** submit the Faculty Workload Report for the preceding calendar year. These documents should address how the faculty member's activities and achievements comply with the general expectations of the unit, college/school, and the university. The Faculty Workload Plans and Faculty Workload Reports will be reviewed by the unit head and the dean of the college (or by a designee of the dean) for consistency with unit and college expectations and be made available to the unit faculty members.

C. Student Course Evaluations

1. Normally, student evaluations of each course are completed each semester.

2. The faculty member may request that unfairly prejudicial comments be redacted. This

request is made in writing to the Unit Head. The decision to approve/disapprove the request will be made by the Unit Head, or a standing or ad hoc committee in the unit. This provision is intended to cover offensive, racist, sexist, homophobic, and other personal comments, and is not intended to exclude from the file negative comments directly related to the teaching of the course. A department decision not to remove specific comments may be appealed to the Dean of the College.

D. Peer Evaluations

See the process identified in Board of Trustees' Policies BOT 4.2.3 through 4.2.10.

E. Unintentional Biases

1. GVSU works to institute policies and processes into assessment procedures that mitigate the potential for bias based on identity, including, but not limited to age, color, disability, height, weight, familial status, marital status, national origin, political affiliation, race, religion, sex/gender (including gender identity and expression), sexual orientation, veteran or active-duty military status. Nonetheless,
Grand Valley recognizes that there remain unintentional biases that can potentially affect assessment of student and faculty at this institution.

2. In continuing to work to make the institution more inclusive, equitable, and welcoming for all, faculty members are encouraged to reflect on and temper biases in assessment and in all other evaluative processes.

F. Collegiality

1. Collegiality refers to behaviors that enable faculty to carry out their functions as members of a community characterized by mutual respect and freedom from harassment and discrimination.

Non-collegiality is normally a pattern of behavior that includes but is not limited to: demeaning comments or behaviors; comments and behaviors that reflect or promote bias; and instances of harassment or discrimination. Faculty members are expected to refrain from engaging in non-collegial behavior that threatens or harms the functionality of the unit or the university community.

2. Collegiality should be understood in professional, not personal, terms, as it relates to the performance of a faculty member's duties. Collegiality does not refer to one's view of another's social skills or position on controversial issues, neither of which should be part of the faculty evaluation process. Nor does collegiality require a display of enthusiasm, dedication, or "fit" within the unit.

3. Collegiality is not a fourth, separate evaluation criterion at Grand Valley. Only the three criteria specified in the General Personnel Policies (i.e., teaching/professional effectiveness, scholarly/creative activities, and service) are appropriately part of the evaluation process. However, non-collegial behavior can be relevant to those three criteria during a personnel action and may influence the outcome. For example, if a pattern of non-collegial behavior affects a unit's ability to function, such behavior may be brought up in evaluation processes under the service evaluation criterion.

4. Allegations of non-collegiality should be addressed consistent with the procedures for conduct concerns detailed in SLT 3.3, unless such allegations may constitute discrimination, harassment, or misconduct based on a protected characteristic (which must be reported to and investigated by the Office of Civil Rights and Title IX). Consistent with SLT 3.3, informal resolution of allegations on non-collegiality is encouraged, and employees should attempt to address concerns directly with colleagues or their unit head before initiating a formal process. The resolution of a formal process under SLT 3.3 can be included on the agenda for a personnel action pertaining to the involved faculty member, but the unit head must communicate the inclusion of this information on the agenda in writing to the faculty member. Similarly, such resolutions may be documented in the faculty member's annual evaluation.

See Standards of Conduct Policy for Employees (SLT 3.3) for processes that address conduct concerns.

See also SLT 3.3.1.A: "The University's Non-Retaliation Policy for Faculty and Staff strictly prohibits any form of retaliation against individuals who make good faith reports of violations of laws, regulations, or University policies."

5. Allegations of research misconduct, illegal activity, violations of GVSU's policy prohibiting discrimination, harassment, or other misconduct are separate matters and should be addressed through proper procedures.

See SLT 9.1 INTERIM Policy prohibiting discrimination, harassment and misconduct for all faculty, students, employees, and third parties and SG 3.05 Professional Ethics.

G. Contract Renewals, Promotion and Tenure Decisions

The process for personnel evaluations for contract renewals, promotion, and tenure decisions is outlined in the Board of Trustees' Policies BOT 4.2.9. Unit Heads, Chairs of Unit Personnel Committees, and Chairs of College Personnel Committees will participate in regular training, implemented by the Office of the Provost, concerning personnel policies and procedures. See also the Faculty Personnel Actions Workbook.

The unit head or designee(s) refers to the member or members designated by the unit to

carry out the personnel review process, as specified in the Board of Trustees' Policies BOT 4.2.10.

Evaluation Principles. The evaluation process is designed to create an open, uniform, and equitable procedure for the review of faculty by their peers. The central principle of this process is to have an informed, candid, and open, job-related discussion of the candidate in a unit meeting followed by a unit vote and written recommendation. This is accomplished by the following steps given in outline form (specific details for each step are in the relevant sections):

1. The submission by the unit head and the candidate to the unit of materials necessary for the action under consideration, including relevant Faculty Workload Plans and Faculty Workload Reports.

2. An agenda for a unit meeting based on the candidate's review materials and unit regular faculty's input after review of the candidate's materials. This input should address both the candidate's achievements and the writer's concerns as to how the candidate has addressed the criteria for review.

3. A unit meeting where the strengths and weaknesses of the candidate are discussed followed by a unit vote on the personnel action. The first motion for a vote on the personnel action under consideration is for the action (for renewal, for promotion, or for tenure).

4. A unit recommendation prepared after the unit meeting based on the discussion and written comments. This recommendation is submitted to the dean.

5. A review of the unit action by a College/Library Personnel Committee whose role is to:

a. ascertain whether the unit has followed the procedures for contract renewal, etc.

b. ascertain whether the unit has adequately discussed all the issues raised by the regular faculty of the unit about the candidate under discussion.

c. determine whether substantive issues require the Committee to contradict the unit's recommendation.

d. in the absence of a valid vote by the unit, to make a recommendation based on its own judgment.

Evaluation Procedure Flow Chart.
A Flow Chart of the evaluation procedure is available on the Office of the Provost website.

FACULTY SALARY ADJUSTMENT PROGRAM

SG 3.08

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- University Academic Senate / Provost

Responsible Office:
Provost Office

POLICY STATEMENT

Faculty Salary Adjustment Program

Each year the Faculty Salary and Budget Committee (FSBC) recommends to the University Academic Senate (UAS) how funds should be made available for faculty salary increases. The salary increase process is described in a Faculty Salary Adjustment Program Document which is distributed to faculty members each year.

Questions about the process should be directed to the unit head. Suggestions for improving the process should be communicated to the college's representative on the Faculty Salary and Budget Committee.

Fund Allocation

The Board of Trustees approves annually an increase in funds available for salary increments.

There are three separate funds that support the Faculty Salary Adjustment Program. The Merit Fund and the Special Salary Adjustment Fund are comprised of a percentage of salaries for merit recognition and special adjustments. This fund is standardly allocated as 85% to the Merit Fund and 15% to the Special Salary Adjustment Fund. The Provost will review special adjustment needs to determine if a slight modification of the percent of allocation to these two funds is required before final allocations occur. The Promotional Increment Fund is a separate fund based on anticipated number of promotions that will occur in a given year.

The Merit Fund is calculated as a percent of the base salary of all current faculty. This fund is to be used exclusively for merit adjustments (see Sections 4-6 below). Appointing officers make recommendations to the Provost on the distribution of this fund. All funds allocated should be expended in the salary adjustment process.

The Special Salary Adjustment Fund is assigned to the Provost for special salary adjustment, which is used for market and equity adjustments and extraordinary performance (see Section

3 below). This fund should not exceed 15% of the Merit Fund unless designated for a clearly defined purpose.

The Promotional Increment Fund is allocated to the Provost for faculty promotions. The amount of the fund is based on the number of faculty promoted and the current promotional increments (see Section 8 below).

2. **Range of Salary Adjustments from the Merit Fund**

Recommendations for individual salary adjustments from the appointing officer to the Provost must fall within the following ranges. These ranges should be based on performance over the preceding academic year; however, in special situations, an aggregate of years may be used with rationale provided by the appointing officer. The merit increase is determined by the percentage category in the appropriate range below, multiplied by the percentage increase of the Merit Fund (described in Section 1 above). For example: 70% based on the category assigned for satisfactory performance *3.0 Merit Fund percentage increase = 2.10% merit increase.

a. Less than satisfactory performance: 0 to 55%.
b. Satisfactory performance: 70% to 100%.
c. Exemplary performance: 105+% to 140%.

The appointing officer may also make requests for special salary adjustments (see Section 3.c below) to the Provost, to be funded by the Special Salary Adjustment Fund.

3. **Guidelines for Increments**

a. Appointing officers are required to recommend salary adjustments to the Provost for the distribution of the Merit Funds. The appointing officer will consider the summary of peer evaluations (see Section 5 below) as the most important factor in determining the recommendation.

b. The Provost will consider individual salary adjustment issues that cannot be resolved by the merit process.

The Special Salary Adjustment Fund assigned to the Provost is intended to address outstanding performance, extraordinary circumstances, and market or equity conditions. These are allocated based on written requests from appointing officers for salary adjustments that cannot be resolved by the Merit Fund, as well as cases identified by the Provost that require special adjustment. In making these adjustments, the Provost must consider salary compression as an important factor.

4. **Evaluation Criteria**. Evaluation criteria for faculty performance reviews are specified in

the Board of Trustees' Policies BOT 4.2.9.

University awards representing meritorious teaching/professional effectiveness, scholarship/creative activity, and/or service shall be taken into account in annual reviews.

Faculty evaluations should recognize exemplary performance in teaching/professional effectiveness, scholarship/creative activity, and service. Circumstances including, but not limited to, joint appointments, reassigned time, sabbatical, flexible work arrangements, or FMLA, do not in themselves prevent a faculty member from earning a rating of 'exemplary.'

5. **Unit Peer Evaluation**

Peer evaluation is part of the salary adjustment process.

a. Every member of a unit will be given the opportunity to evaluate colleagues based on the evaluation criteria unless a two-thirds majority of the faculty vote each year to waive that option and implement alternative procedures. This decision must be communicated in writing to the appointing officer by the end of fall semester.

b. The unit head will collect relevant Faculty Workload Plans, Faculty Workload Reports, and current vitae not later than February 1. The faculty member is responsible for submitting these materials in a timely manner to permit peer evaluation to take place.

c. The unit head is responsible for distribution of these materials corresponding to the evaluation criteria in a timely manner to enable peer evaluation to take place.

d. The unit head will summarize peer evaluations and forward such summary to the appointing officer. However, faculty evaluations of the unit head will be sent directly to the appointing officer.

e. If peer evaluation does not take place, and alternative procedures have not been agreed upon, the unit head will evaluate each faculty member against the evaluation criteria and transmit a recommendation to the appointing officer.

6. **Communication with faculty**

a. Written Performance Summary/Meeting with Faculty Members

By the end of the winter semester/term, each faculty member will receive a written performance summary from the unit head that includes:

i. The unit head's summary of peer evaluations (or the unit head's recommendations if peer evaluation is not done).

ii. A discussion of the faculty member's performance in teaching (or professional effectiveness for librarians), scholarship, service, and the significant focus commitment

from the Faculty Workload Plan.

iii. A discussion of any departmental concerns regarding contract renewal, tenure, or promotion for untenured faculty.

iv. The annual performance category that the faculty member was assigned.

After the written performance summary has been completed, the unit head will make themselves available to meet with each faculty member to discuss performance during the past year. This meeting will occur ordinarily before the end of the winter semester/term.

b. Justification Required

i. For tenured faculty members, written justification is not required for recommendations within the satisfactory range. However, appointing officers must prepare a written justification to the Provost to accompany salary adjustment recommendations in the ranges for less than satisfactory performance and exemplary performance.

ii. For tenure-track faculty members who are untenured, written justification is required for recommendations in all ranges. Appointing officers must provide a written justification to the Provost to accompany all salary adjustment recommendations, a copy of which needs to be provided to each faculty member ordinarily by the end of the winter semester/term.

iii. All special salary adjustments require written justification which shall be shared with the chairs of ECS and FSBC upon request.

c. Annual Salary Letter

i. The annual salary letter will communicate both the percent and actual dollar amount of the total faculty salary adjustment as compared to the previous year. This letter will be available in Workday once the Board of Trustees has approved the upcoming fiscal year budget. Human Resources will alert faculty when the salary letter is able to be viewed in Workday.

ii. The annual salary letter will communicate the salary adjustment breakdown for each category received merit, promotional increment, and special salary adjustments. Special salary adjustments will include the breakdown for market, compression, equity or exemplary performance.

7. **Appeals.**

Faculty who disagree with the salary adjustment may appeal using pertinent supporting

material according to the procedure specified in the Board of Trustees' Policies BOT 4.2.18 .

8. **Promotional increments.**

As provided in the Board of Trustees' Policies BOT 4.2.20, faculty who are promoted will receive, in addition to their regular salary increase, the indicated promotion increment or no less than the minimum of the salary range of the new rank if the combination of the regular increase and the promotion increment fall below the minimum salary established for each rank.

Promotion to:

Assistant Professor	$1,000
Associate Professor	$5,000
Full Professor	$6,500