# New York City College of Technology

**OF THE CITY UNIVERSITY OF NEW YORK**

## Guidance for the Evaluator during the Annual Evaluation Process of Full-time Faculty

Refer to *Guidelines for Faculty Personnel Process* (I.C. 1 and 2, page 8) for full details.

### Preparing for the Annual Evaluation Conference

Gather information and assess the candidate's performance and goals:
- Professional Development Plan (Untenured Faculty Members)
- Appointment Letter (Untenured Faculty Members); note any guidance presented.
- Previous Year's Annual Evaluation Conference Memorandum
- Current Year's PARSE—to be submitted to the evaluator by the faculty member prior to the annual evaluation conference. Only items that have been documented in the faculty member's file can be considered.*
- Observation of Teaching Fall/ Spring
- Student Evaluation of Teaching—Spring/ Fall
- Annual Goals and Targets:   department   and college

*This may not all have been assembled at the time of the conference. If not, the evaluator may want to note that the candidate reported these activities and has confirmed that documentation will be submitted by ISR deadline.*

### Conducting the Annual Evaluation Conference

Discuss your assessment of the candidate's total academic performance and professional progress and the extent to which the candidate demonstrates willingness "to work with others for the good of the institution," per the Board criteria:

- Review the goals for the current year (from the previous year's conference) and discuss the progress made toward achieving these goals.

- Consider these goals in light of the faculty member's cumulative record in this area to date.

- Identify strengths and any areas needing improvement.

- Drawing on the discussion and the faculty member's PARSE, set goals for next year.  Untenured faculty annual goals are written as part of their PDP.

Finally, the evaluator makes a judgment about the overall performance of the faculty during the year covered by the conference and cumulatively.

### Preparing the Annual Evaluation Conference Memorandum

The memorandum memorializes the contents of the conference, which should address each of the areas identified by the Board of Trustees (Teaching; Research/ Scholarly/ Creative/ Professional Activity; Service to the Department, College, University, Profession, and Community[1]; to demonstrate willingness to work with others for the good of the institution).

[1] Per the CUNY ByLaws, professional service to the community is not a requirement; however where it exists, it is noted.