

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Faculty and Research Faculty Evaluation

NUMBER: 4:13

1. Performance Evaluations

For purposes of this article, the term “faculty” includes both faculty and research faculty ranks unless the context explicitly differentiates between the ranks. Performance evaluations will be conducted in accordance with the following guidelines:

- A. All faculty members will receive a performance evaluation and a review on an annual basis. These will be conducted by the faculty member's immediate supervisor, and will include the results of student evaluations when the responsibilities of the faculty member include teaching. In those instances involving faculty members who hold dual appointments to the instructional and research faculty, primary responsibility for the evaluation will reside with the research supervisor, who shall consult with the instructional supervisor in matters relating to the individual’s teaching and service responsibilities.
- B. The administration of each institution will provide a written form for use in the annual performance evaluation of faculty.
 - 1) The evaluation form will include an assessment of the faculty member's performance in the areas of teaching, research and scholarship, and service.
 - 2) The evaluation form will include an assessment of the research faculty member’s original contributions to research, contribution to the effective work of any research teams to which the research faculty member has been assigned, grant awards, contracts received, intellectual properties issued or other measures of research accomplishment.
- C. Upon completion of the performance evaluation, the supervisor will discuss the results with the faculty member. If deficiencies in performance are identified by the supervisor, an improvement plan which will provide for guidance by the administration to remedy deficiencies relating to the performance of assigned duties may be developed by the administration. No improvement plan will be implemented until the immediate supervisor has held a meeting with the faculty member to discuss the plan and until such constructive plan has been submitted and approved by the institutional president. If the faculty member disagrees with any aspect of the improvement plan, the faculty member will have the right to respond in

writing to the areas of disagreement within ten working days of the meeting. All such written objections and comments of the faculty member will be attached to the evaluation and to any improvement plan that may be developed. If the faculty member fails to correct the serious deficiencies identified in the improvement plan, that faculty member may be subject to termination for cause pursuant to Chapter 4-14, Termination and Non-renewal.

- D. The vice president for academic affairs will review the completed evaluation and make appropriate comments to the president about contract renewal, augmentation monies, promotion, or tenure, or performance. Copies of any comments made by the vice president for academic affairs will be sent to the faculty member before the vice president for academic affairs forwards them to the president. The faculty member may submit a response within the five working days which will be attached to the evaluation before it is forwarded to the president.
- E. The evaluation of research faculty will involve institutional and system officials.
 - 1) The chief research officer will review the completed evaluation of research faculty and make appropriate comments about contract renewal, augmentation monies, promotion, or tenure, or performance before the evaluation is forwarded to the vice president for academic affairs. Copies of any comments made by the chief research officer will be sent to the faculty member before the chief research officer forwards them to the vice president. The faculty member may submit a response within the five working days which will be attached to the evaluation before it is forwarded to the vice president.
 - 2) The vice president for academic affairs will review the completed evaluation, comments by the chief research officer and any responses of the system officials and make appropriate comments to the president. Copies of any comments made by the vice president for academic affairs will be sent to the faculty member before the vice president forwards them to the president. The faculty member may submit a response within the five working days which will be attached to the evaluation before it is forwarded to the system vice president for research.
 - 3) The system vice president for research will review the completed evaluation, any additional comments and responses and make appropriate comments before the evaluation is submitted to the institutional president. Copies of any comments made by the system vice president for research will be sent to the faculty member before the system vice president for research forwards them to the institutional president. The faculty member may submit a response within the five working days which will be attached to the evaluation before it is forwarded to the president.

- F. The completed performance evaluation will be in written form and signed by the evaluator(s) with a copy furnished to the faculty member. The faculty member will have ten working days within which to respond in writing to the performance evaluation. All such responses will be attached to the completed performance evaluation and placed with the evaluation in the faculty member's personnel file.

SOURCE: Current Policy Manual 5.2.7; 5.2.8; BOR, August 2004; BOR April 2009.