



NEW JERSEY CITY UNIVERSITY
EVALUATION OF FACULTY

Candidate's Name: _____ Date Appointed: _____ Department: _____

Highest Degree: _____ Terminal Degree Expected: _____ Areas of Specialization/Teaching Competency: _____

TO DEPARTMENT CHAIRPERSON AND PERSONNEL COMMITTEE

The evaluation is to cover three broad factors: effective teaching, scholarly achievement, and contributions to the University and community. The evaluation must include: (1) Written peer evaluations accomplished through classroom visitations, review of teaching materials and procedures, or other appropriate means. (2) Student evaluation accomplish through systematic collection and analysis of student rating or other means. (3) A written self-evaluation by the faculty member being considered. ATTACH ITEMS 1, 2 AND 3 TO THIS FORM.

Faculty appointed on a one-year or half-year temporary basis are not eligible for reappointment consideration. Evaluation is for period of appointment only and includes review up to the level of the Dean.

Department Summary

Chairperson: The candidate is (recommended) (not recommended) for reappointment.

Signature _____ Date _____

Personnel Committee: The candidate is (recommended) (not recommended) for reappointment.

Signature _____ Date _____ Signature _____ Date _____ Signature _____ Date _____

Signature _____ Date _____ Signature _____ Date _____ Signature _____ Date _____

Faculty Member being evaluated: I have reviewed the materials being submitted by my Department.

Signature _____ Date _____

Dean: The candidate is (recommended) (not recommended) for reappointment or review of temporary appointment.

Signature _____ Date _____

Provost/Vice President: The candidate is (recommended) (not recommended) for reappointment.

Signature _____ Date _____

President: The candidate is (recommended) (not recommended) for reappointment.

Signature _____ Date _____



**NEW JERSEY CITY UNIVERSITY
RETENTION AND TENURE POLICIES**

Recommendations for reappointment to be made to the President are the primary responsibility of the Dean and the Department Chairperson. However, all departments must have advisory committees. The Department Committee should consist of tenured faculty, where possible, and their observations and recommendations should be attached to the Chairperson's recommendations and forwarded to the Dean. The Vice President for Academic Affairs reviews the recommendations from the deans and makes recommendations to the President with respect to reappointment of all faculty and staff. Before preparing recommendations the Vice President for Academic Affairs confers with each Dean.

When a new faculty or staff member is employed at the University, a vote of confidence in his/her ability has already been expressed. After employment, the faculty member has a right to expect to be kept informed concerning his/her effectiveness. The 3 areas of performance which are used to assess the effectiveness of candidates for reappointment are: (1) effective teaching; (2) scholarly achievement; (3) contribution to University and community. No area may be used without first being made known to the faculty member nor are any new areas applied retroactively. Assessment of effective teaching customarily includes visits to the instructor's class, a review of course plans and course guides prepared by the instructor, some knowledge of the instructor's philosophy and ideas about university instruction, and formalized evaluation by students, the particular procedures of which are determined by each department.

In the case of scholarly achievement, the University expects the non-tenured faculty member to receive the terminal degree prior to tenure or to be making progress in his/her discipline so that the degree is assured within a reasonable period of time. In fields where the terminal degree is not as appropriate, certain other activities may be used to substantiate "scholarly achievement". Although non-tenured faculty are not expected to contribute extensively to the administrative and committee work of the University or to be actively engaged in professional and learned societies, an attempt is made to arrive at an informed judgement as to the potential of the faculty member, especially one to be recommended for tenure, for becoming a scholar in his/her discipline.

Each Department Chairperson is responsible for discussing these areas of performance with each non-tenured staff member and should set forth his/her opinions and elicit the opinions of the staff member concerning strengths and weaknesses in each area. The Chairperson should endeavor to reach an understanding with the staff member on any areas in which the staff member might expend more time and energy, or, on the contrary, might possible "slow down" in order to devote more effort to others.

During the course of the year, the Department Chairperson should keep the staff member informed if his/her performance does not appear to be satisfactory in terms of the understanding reached. The Department Chairperson's written or verbal evaluation should be expressed basically in terms of the above agreed upon areas and in terms of his/her understanding with the staff member.

Effective implementation of these procedures results in improved performance, the ultimate goal, but it also leaves little doubt in the mind of the staff member with respect to his/her status.

For persons hired after January 1, 1986, who do not hold the appropriate terminal degree, or its equivalent, no reappointment shall be made to the fourth year unless the Board of Trustees of the University determine that for rare and exceptional reasons reappointment is necessary to support the mission of the University. (N.J.A.C. 9:6-3.5)

TENURE

- A. Faculty members shall be under tenure in their academic rank, but not in any administrative position, during good behavior, efficiency and satisfactory professional performance, as evidenced by formal evaluation... after employment by such University or Board of Trustees for
- a. 5 consecutive calendar years; or
 - b. 5 consecutive calendar years, together with employment at the beginning of the next academic year; or
 - c. the equivalent of more than 5 academic years within a period of any 6 consecutive academic years. (N.J.S.A. 18A:60-8)
- B. Tenure shall be awarded only to individuals whose performance during their probationary period gives clear evidence of the ability and willingness to make a significant and continuing contribution to the institution's growth and development. Furthermore, tenure shall be awarded after the presentation of positive evidence of excellence in teaching, scholarly achievement, contribution to college and community, and fulfillment of professional responsibilities. (N.J.A.C. 9:6-4.2b)

- C. On December 8, 1986 the Board of Trustees of the University adopted the following resolution adding institutional criteria to the criteria listed in B above:

WHEREAS: On November 3, 1986 the Board directed the President "to develop institutional criteria for tenure to be added to the existing individual criteria in order to place individual competencies in the context of institutional priorities and goals," and

WHEREAS: The Board, at the same meeting, also expressed willingness to reconsider its position on tenure after the development of such criteria, and

WHEREAS: The Administration has presented to the Board the following institutional criteria:

The high priority need of the college in the skill development area.

The further priority of retaining excellent faculty in new and developing degree programs.

The necessity to meet some academic administrative needs, be it therefore

RESOLVED: That the Board will consider now, and in future years, candidates for tenure who meet the individual criteria required, one or more of the institutional criteria stipulated above, and/or other institutional criteria which may be developed.

- D. A reappointment conferring tenure may be offered only to faculty members who possess an appropriate terminal degree, or its equivalent, except under unusual circumstances when the granting of tenure to an individual not having these qualifications is judged by a college board of trustees as being in the best interest of the institution. (N.J.A.C. 9:6-4.3)