

Personnel Evaluation Committee

Bylaw 3.1;

“There shall be a Personnel Evaluation Committee (PEC) appointed by the Chair in consultation with the FAC, whose sole responsibility is to provide the Chair with documented evaluations of the instruction, research, and service activities of each faculty member.”

3.1.1. Guidelines:

The Personnel Evaluation Committee (PEC) shall have four members drawn from the tenured faculty of the Mathematics Department. The term shall be two years. Each year two members shall be replaced. No member may serve more than two consecutive terms. Any member who leaves the PEC must do so for at least one term.

3.1.2. Annual Duties:

The committee shall evaluate each faculty member in three areas: research, instruction and service based upon the performance during the immediate past two years. The resources for the evaluation shall be (i) the current and immediate past Annual Activity Reports for each faculty member, (ii) the current and immediate past student evaluations and (iii) any available peer reviews for the immediate past two years

3.1.3. Evaluations:

1. The PEC shall form an aggregate evaluation of all research activities as reported in the Activity Reports, taking into account both the quantity and quality of these activities. The research activities of each faculty member shall be evaluated by at least two members of the PEC.
2. The PEC shall form an aggregate evaluation of instructional activities by examining (i) the data related to instruction as reported in the Activity Reports, (ii) the student evaluations and (iii) the available peer evaluations. The PEC shall, in addition to assessing the quality of instruction, assess the faculty member's efforts for innovation and self-improvement. The instructional activities of each faculty member shall be evaluated by at least two members of the PEC.
3. The PEC shall assess the quantity and quality of each faculty member's service to the department, the college, the university and the profession from the relevant data in the faculty member's Activity Report. The service activities of each faculty member shall be evaluated by at least two members of the PEC.

3.1.4. Report to the Department Chair:

Initially each PEC member shall make his/her personal evaluation. Subsequently the PEC shall meet as a whole to review the evaluations for each faculty member in each area. In each area the faculty member shall be given one of the following five ratings relative to the mathematics faculty as a whole: (a) well above average, (b) above average, (c) average, (d) below average and (e) well below average. For any faculty member with a rating in any area of 'below average' or 'well below average' the PEC shall give a brief reason for the determination.