



Frequently Asked Questions-Faculty Annual Performance Evaluation (e- portfolio)

There have been many years of discussions on campus regarding the need to improve annual evaluations of faculty. Departments and schools are currently using different forms and many different practices for annual reviews. The improved evaluation system encompasses current performance areas such as teaching, research, faculty development, service and additional achievements. The difference is that all departments and schools will have a uniform assessment form (with a consistent rating system), and chairs will have to provide written comments to support their specific rating. In addition, the deans will also be required to review the submission and provide oversight as needed. Our goal is to ensure that faculty receive clear, meaningful, fair and consistent feedback regarding their performance.

The primary reporting tool will be digital (electronic). The electronic submission system is portable and can be accessed from anywhere. The link can be accessed from the Claflin University website: <http://www.claflin.edu/EPF/>

Just about any documents that you would otherwise include in your hardcopy annual performance evaluation folder. The e-Portfolio contains the following sections:
effective teaching and advisement;



If you have a paper version of a document, you would need to first scan it and save

It is expected that the faculty member and chair will set goals for the coming year during the annual review, and that the faculty member should be evaluated the next year based substantially on how well he or she has achieved the goals set the previous year.

Faculty should be evaluated based on the work they have been assigned. For example, it is unfair to assign a tenure-track faculty member an o.34 T3(al re)3(v)-7(e)5(1h23r0mp)-6(39.336.45 6