



— ASSOCIATED —  
COLLEGES OF THE SOUTH

## A Process for Revisiting Faculty Evaluation: Activities

The following activities help align institutional and departmental values with best practices identified in current and emerging scholarship.

### Institution-level

1. Conduct an audit of position advertisements across multiple departments. Does the language in the ads reflect institutional values and expectations? If not, how should new ads be structured?
2. In focus groups with representative faculty, ask them to spend two minutes quickly and silently brainstorming a list of what makes for a great faculty member at your institution. Then compare the brainstormed lists with the list of attributes used in faculty evaluations as outlined in the faculty handbook and discuss any discrepancies.
3. Conduct workload audits among faculty across a variety of departments. (See “[Faculty Workload Activity Dashboards: A Strategy to Increase Transparency](#)” for an illustrative process.) Have faculty keep track of the amount of time spent in a given week on teaching (course preparation, in the classroom, out-of-class help), scholarship, advising, mentoring (such as independent undergraduate research) and service of various types. Analyze the results by identity groups to determine distribution of work. As a faculty, discuss ways to mitigate any skew in the results, keeping in mind institutional values and commitments/promises to students.
4. Invite an external reviewer to investigate equity of workload and evaluation processes, and share the results with the faculty and develop and implement an action plan.
5. Conduct a job satisfaction survey (e.g., [COACHE](#)), share the results with the faculty, and develop and implement an action plan that responds to the results.
6. Invest in faculty evaluator training to ensure an equitable process.

### Department-level

1. Conduct a position advertisement audit. Do the ads reflect departmental values and expectations and are they aligned with institutional values and priorities? If not, how should new ads be structured?
2. Conduct a time audit within the department, as described above.
3. Bring in an independent reviewer to meet with each member to gather perceptions of the evaluation process, climate of the department, and equity of workload. Commit to acting upon the results.