

Faculty Evaluations – Determining the Performance Rating

Revised 11/20/07

1. Once a supervisor has rated each individual aspect of performance, these ratings are combined to determine an overall performance rating.
2. *Performance Rating Choices* by PEP form section:
 - a. Section I: Objectives for the Current Year
 - i. Accomplished = 2
 - ii. Not Accomplished = 0
 - iii. Rescheduled = N/A (no point value, and is not added to the average)
 - b. Section II: Faculty Evaluation Checklist
 - i. Exemplary = 3
 - ii. Professional Performance = 2
 - iii. Needs Improvement = 1
 - iv. Unsatisfactory = 0
 - v. Not Applicable = N/A (no point value, and is not added to the average)
 - c. Section IV: Evaluation of Adherence to Workload Policy
 - i. Exemplary = 3
 - ii. Professional Performance = 2
 - iii. Needs Improvement = 1
 - iv. Unsatisfactory = 0
3. *Compute Summary Rating* (arithmetic average) for each section by adding rating scores of individual items and dividing this sum by the total number of items. Scores are then rounded to the nearest whole number.

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|-----------------------------------|--|
| <i>Objective Summary Rating</i> = | $\frac{\text{Objective \#1 rating} + \text{Objective \#2 rating} + \dots}{\text{Total Number of Objectives}}$ |
| <i>Checklist Summary Rating</i> = | $\frac{\text{Checklist Item \#1 rating} + \text{Checklist Item \#2 rating} + \dots}{\text{Total Number of Checklist Items}}$ |
| <i>Workload Summary Rating</i> = | $\frac{\text{Workload \#1 rating} + \text{Workload \#2 rating} + \dots}{\text{Total Number of Workload Items}}$ |

4. *Section Weighting*:
 - a. Objectives for the Current Year = 10%
 - b. Faculty Evaluation Checklist = 80%
 - c. Evaluation of Adherence to Workload Policy = 10%

5. *Compute Overall Performance Rating* using the following formula:

| | | |
|---------|---|--|
| Step #1 | $10\% \times \frac{\text{Objective Summary Rating}}{\text{Highest attainable rating (2)}} \times 3 =$ | Weighted Objective Summary Rating (WOSR) |
| Step #2 | $80\% \times \frac{\text{Checklist Summary Rating}}{\text{Highest attainable rating (3)}} \times 3 =$ | Weighted Checklist Summary Rating (WCSR) |
| Step #3 | $10\% \times \frac{\text{Workload Summary Rating}}{\text{Highest attainable rating (3)}} \times 3 =$ | Weighted Workload Summary Rating (WWSR) |
| Step #4 | Overall Rating = WOSR + WCSR + WWSR | |

In PeopleSoft PEP, calculations must be rounded to a whole number. The following rules apply:

For Rounding

Decimal Ranges:

0.5 – 0.9 = Round *up* to the nearest whole number (eg: 1.5 = 2)

0.0 – 0.4 = Round *down* to the nearest whole number (eg: 1.2 = 1)