The faculty member is evaluated regularly by the department chairperson and/or the school dean. This evaluation is made on the basis of the criterion areas (teaching, scholarly activity, and contribution to the university's goals) and the foundational areas of contribution (involvement in the spiritual and personal maturing of students, integration of faith and learning, and growth in their own spiritual life), all as described in the Faculty Rank Structure elsewhere in this handbook. Such evaluations are intended to benefit the career development of the faculty member. They also benefit the institution by communicating relevant scholarly achievements to be included in the annual data required to maintain accreditation-relevant reports and institutional disclosure statistics.

This evaluation will be conducted annually for all faculty. The evaluation may be incorporated within an application for tenure, for promotion across rank, or for advancement within rank if or when appropriate. The evaluation may include classroom visitation by the department chairperson or dean. In some schools of the university, the fourth annual evaluation of someone on the tenure track may be viewed as a special pre-tenure review, in anticipation of the full tenure review one year later.

The evaluation is to be discussed with the faculty member, in order to serve both the instructor and the institution as a vehicle for communication and as an aid in support of recommendations for rank and tenure. Where there are concerns that might lead to termination or non-renewal of contract or difficulty in gaining promotion and/or tenure, this is also an aid for fair determination of such matters.

A copy of the annual evaluation, including any written comments by the faculty member, is to be sent to the dean of the instructional school for review and inclusion in the file of the faculty member.

The above guidelines are intentionally somewhat flexible. The department chairpersons and/or the deans may have available to them a number of more specific evaluative tools. They can use these tools or modify them at their discretion to meet the unique needs of their units.