



Basavarajeshwari Group of Institutions
BALLARI INSTITUTE OF TECHNOLOGY & MANAGEMENT

NAAC Accredited Institution*

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BITM FACULTY APPRAISAL POLICY

BITM Faculty Appraisal POLICY

I. Policy Statement

- The faculty of Ballari Institute of Technology & Management shall be reviewed midyear and annually in order to evaluate their performance through objective based appraisal process. Evaluation of performance is an important component of faculty development and personnel actions such as reappointment, non-appointment, granting promotion and/or tenure, salary determination and other personnel action.

II. General Requirements

- The appraisal committee shall establish criteria for evaluating faculty within the general categories of teaching, scholarly/creative/research activities, and service. Such criteria shall recognize variations among disciplines and departments, and the different expectations for the department with respect to faculty performance. The relative importance of the various criteria may change over time according to college or department goals. The criteria adopted by the college and the department shall be approved and kept on file by appraisal committee. All members of the faculty shall have access to the criteria.

III. Annual Performance Evaluations

- **A. Responsibility:** Each Head of the department shall provide for the annual evaluation of all faculty members of the department. Heads of the Department are evaluated by the Principal/Vice Principal & Principal/Vice principal will be evaluated by the Director/Deputy Director.

➤ **B. Procedural Guidelines for Full-Time Benefit Eligible Faculty:**

- 1. Faculty are responsible for submitting to their reporting person by February 1st for the Mid Year Review and by August 1st for the Yearly Review, written evidence to demonstrate their teaching effectiveness as well as evidence of continuing work in scholarly/research/creative activities, and service for the previous calendar year. Each data source should be related to the role of the faculty member in carrying out the mission of the College and department vision and mission. Evaluation of faculty should be made in terms of the individual's effectiveness. In applying the guidelines, faculty members are to be evaluated according to their specific assignments. ***Documented evidence should include, but is not limited to:***
 - a. Student evaluations or feedbacks as well as other evidence of a student's learning in his/her classes or course-related work.
 - b. Evidence of efforts to improve teaching such as incorporation of field projects into a course, adoption of a new teaching method, or an innovative instructional use of media.
 - c. Peer evaluations
 - d. For all faculty:
 - 1) Evidence of scholarly/creative activities and/or research such as presentations, peer judgments about publications, success in securing funding through grants, and/or other related activities with citation index's & impact factor

- 2) Evidence of service to the profession, University, and community.
- 3) Evidence of MDP's and Fests, Conferences & other development programs.
- 2. Prior to 15th of March midyear review to be completed and Prior to 25th of September Yearly Review to be completed.
- 3. If the Faculty member agrees with the appraisal evaluation and deficiencies in a faculty member's performance are identified, the faculty member is responsible for remediating the deficiencies and the institution, through their department head, is expected to assist that remedial action.
- 4. If the faculty member does not agree with the evaluation, he/she may schedule a meeting with their reporting head to discuss the preliminary report. After this meeting the reporting head will write a final evaluation report and provide a copy to the faculty member. If the faculty member does not agree with the final report, he/she has the prerogative to write an addendum. The finalized document and any addendum shall be signed by the faculty member and the department head and placed in the department's official personnel file of the faculty member. A copy of this report shall be given to the faculty member.
- 5. A copy of the final faculty evaluation report, any addenda and plans for the faculty member's development/remediation shall be presented to the Deputy Director of the college by 1st of April or by 1st of October.

○ **C. Guidelines for Evaluating Part-time Faculty**

- 1. Part-time faculty is evaluated by the department head or his or her designee.

- 2. Each department must develop procedures to ensure such evaluations occur regularly and systematically. At a minimum, such procedures shall include a review of student course evaluations/feedback.
- 3. All sections of all courses taught by part-time faculty members shall include student course evaluations/feedback.


Chairman & Director,
Ballari Institute of Technology & Management,
BELLARY