ANNUAL REVIEW PROCEDURES FOR FACULTY EVALUATIONS

1. July 15th – DH requests that faculty assemble their Faculty Achievement Reports and Annual Plan of Work. Faculty Achievement Reports may also be in the form of a comprehensive Curriculum Vita with the previous academic year’s accomplishments highlighted or printed in a different font color. These should follow the format established by form AG-452 (Faculty Achievement Report), form AG-453 (Annual Plan of Work) and the Provost’s request for assessment of faculty participation in a:

- University culture supporting interdisciplinary and multidisciplinary collaboration
- University culture enhancing diversity and internationalization climate and experiences
- University culture requiring appropriate attention to safety and compliance

(Attachments for the request should include AG-452, AG-453, Provost’s request for faculty contributions to interdisciplinary and multidisciplinary collaboration; enhancing diversity and internationalization; and attention to safety and compliance.)

An example of the e-mail to be sent to the faculty requesting the Annual Review documents:

“It is time to begin preparing documents for your annual review. Please follow the outline provided in form AG-452 (Faculty Achievement Report), form AG-453 (Annual Plan of Work) and the Provost’s Request for Faculty Contributions. The “Summary” section of AG-452 (Section V of the Faculty Achievement Report) should list: 1) significant impacts or accomplishments achieved during the year for teaching, research or service; and 2) each faculty’s contributions to the Provost’s program areas listed above. Attached are AG-452, AG-453 and the Provost’s Request for Faculty Contributions.”

2. The Annual Review documents will be due August 31st of each year.

3. After receipt of the Annual Review documents, an appointment will be scheduled with each individual faculty to review their documents. Other sources of information for an evaluation might include: personal observation; discussions with colleagues, students and others; student evaluations of teaching; peer evaluations of teaching; exit interviews with students; and senior surveys.

4. A 2-hour block of time will be set aside to review and discuss the evaluation documents and enable the faculty member to highlight teaching, research, extension (if applicable) and service activities for the previous year and planned activities/goals for the coming year. Short-term and long-term goals of the faculty member will be discussed as they relate to their overall program. The review will provide the Department Head and faculty member a chance to review expectations for the coming year and will be included as part of the evaluation.

5. The Department Head will write the faculty evaluation in a memorandum, letter or annual report document form following the general outline described in AG-454. After review, the
faculty member signs the document simply indicating receipt of the document. Should the faculty member wish to discuss the outcome of the evaluation, they should schedule a meeting with the Department Head.

6. The document will be entered into the faculty member’s departmental personnel file and may be used in assessing performance determining salary increases or providing a basis for adjustments in the position description.

University Rule 12.01.99.M2 – University Statement on Academic Freedom, Responsibility, Tenure, and Promotion

Section 2.5 Annual Review (Generalized Summary)

2.5.1 Annual review provides valuable information to the department head about the faculty members' accomplishments and to the faculty members with regard to the department head's assessment of their progress in the discipline and in the context of department goals. Annual reviews are to be conducted in an environment of openness and collegiality, with an emphasis on constructive development of the individual faculty member and the institution.

2.5.2

• **Lecturers** (all ranks) - The annual review process will serve primarily as an evaluation focusing on performance and potential for appointment.

• **Non-tenured, Tenure-track Assistant Professors and Instructors**, the annual review process must also provide indication as to progress toward tenure and promotion.

• **Tenured Associate Professors**, the process should be used to identify the faculty member's progress toward the requisite stature for promotion to professor.

• **Tenured Professors**, the annual review should be part of the ongoing process of communication between the faculty member and the institution in which both institutional and individual goals and programmatic directions are clarified, the contributions of the faculty member toward meeting those goals are evaluated and the development of the faculty member and the University is enhanced.

In all cases, the annual review shall serve as the primary documentation for evaluation of job performance in the areas of assigned responsibility and for merit salary increases.

2.5.3

If there is no need for department specific guidelines, a college-wide document, developed jointly by faculty and administrators and reviewed by the Dean of Faculties, is sufficient.
2.5.3.3

Annual Activity Report Format and Content – Annual Reports should follow the College of Agriculture and Life Sciences Faculty Achievement Report (AG-452) and Annual Plan of Work (AG-453).

Provost Requirement, March 2, 2009 – The Provost now requires assessment of faculty participation in the following areas:

1) University culture supporting interdisciplinary and multidisciplinary collaboration
2) University culture enhancing diversity and internationalization climate and experiences
3) University culture requiring appropriate attention to safety and compliance (Required by all faculty).

2.5.5

Form of the Annual Review –

• Faculty member’s report of previous activities
• A written document stating the department head’s evaluation and expectations
• Faculty member indicates receipt by signing a copy of the document
• Annual report shall also include a statement on expectations for the next year in teaching, research and service
• Performance assessment to determine salary increases should include weights given to teaching, research and service in relation to the faculty member’s overall contributions to the multiple missions of the department and University