

FACULTY ANNUAL REVIEW PROCESS AND TIMELINE

College of Arts and Sciences

Because of the size and diversity of the college, the College of Arts & Sciences takes a holistic approach to faculty evaluation and commentary. The College considers annual reports, pre-tenure/third-year reviews, tenure and promotion reviews, and post-tenure reviews to be critical points for feedback.

As a result, the department chair is the principal source of formative and summative evaluation for faculty members in the college. Chairs are expected to comment on each faculty member's annual report each year. Faculty members expect to receive annual report comments in a timely manner, and chairs expect faculty members to address these suggestions for improvement at their first opportunity.

The purpose of this document is to detail the responsibilities of faculty members, department chairs, and the dean's office in the annual report process.

Full-Time Faculty Members

All full-time faculty in the College of Arts & Sciences should create an annual report using the Interfolio-Faculty180 online software. The annual report serves as the primary basis for personnel decisions made in the College. It may also serve other purposes, such as support for special awards or recognition for individual faculty excellence. Attachment of appropriate documentary evidence to the annual report or through the Activity Insight system will facilitate the gathering and submission of materials required in these later reviews. The faculty member is responsible for providing the information necessary for the Department Chair to write a complete evaluation of the faculty member's work. Faculty are encouraged to be reflective yet concise, so that the annual report process allows for meaningful reflection and reporting of faculty involvement. Probationary faculty and those planning to apply for promotion should be thorough and reflective throughout this report. Tenured faculty not seeking promotion in the next three years may choose to reflect on key aspects of work. All faculty members are required to sign (via electronic acknowledgment) the department chair's evaluation of her/his work as evidence of receipt; this acknowledgment does not indicate agreement. Instructions for completing the annual report in Faculty180 and for acknowledging the chair's comments in Faculty180 are found in the online CAS faculty handbook.

Department Chair Response

The department chair's evaluation of a full-time faculty member should:

- a) Address all areas of faculty roles and responsibilities;
- b) Indicate strengths and identify areas for development; and
- c) Help the faculty member meet the expectations of her/his rank.

Department chairs are not expected to repeat information already contained in the annual report and are encouraged to be concise when possible. Department chairs and faculty members are encouraged to discuss the faculty member's work and are expected to collaborate

where necessary on the creation and submission of the annual report.

The faculty member and department chair should work together to determine appropriate goals and resolve any misunderstandings or disagreements related to the interpretation of materials before the annual report and department chair's evaluation of the faculty member's work are finalized and forwarded to the dean's office. The department chair may change information in the evaluation s/he provided or the faculty member may adjust information in the annual report to represent the resolution. The annual report and evaluation documents will be considered official once they are signed and sent to the college. If a resolution is not possible, faculty may follow the appeals process detailed below.

Full-Time Faculty with Secondary Assignments

The College of Arts & Sciences has many faculty members with secondary teaching and/or administrative assignments in other campus units. The college believes that faculty should receive adequate credit for this work and that all supervisors should provide regular feedback to the faculty on their performance.

Thus, faculty with a secondary assignment in another department, college, or administrative unit should include reflective commentary and analysis of all of their duties in their annual reports. Annual reports for faculty with secondary assignments will be routed in Faculty180 to both appropriate supervisors. Secondary supervisor evaluation will be available in Faculty180 to the primary supervisor. The secondary evaluation should be reviewed by the primary supervisor prior to meeting with the faculty member. Primary supervisors are expected to confer with secondary supervisors on tenure, promotion, and merit pay recommendations.

Adjunct Faculty Members

Adjunct faculty are expected to complete the annual report through Interfolio-Faculty180. The faculty members should provide reflective, yet concise, commentary and analysis on two areas of faculty evaluation: Academic Responsibility (in Annual Overview/Highlights) and Student Intellectual Development. Additional commentary related to Scholarly Activity and committee or service work (Professional Stewardship) may be included, but is not required.

Adjunct faculty members should generate a single annual report per year, to be completed no later than May 15. An adjunct faculty member teaching in summer session and/or fall semester but not in spring semester may be given an earlier deadline at her/his chair's discretion.

Department Chair Response

The department chair's evaluation of an adjunct faculty member should:

- a) Address those faculty roles and responsibilities addressed by the adjunct faculty member in her/his annual report, but focus especially on Student Intellectual Development and Academic Responsibility;
- b) Indicate strengths and identify areas for development; and
- c) Help the faculty member meet the expectations for an adjunct faculty member.

Department chairs are not expected to repeat information already contained in the annual report and are encouraged to be concise when possible.

The faculty member and department chair should work together to determine appropriate goals and resolve any misunderstandings or disagreements related to the interpretation of materials before the annual report and department chair's evaluation of the faculty member's work is finalized and forwarded to the college office. The department chair may change information in the evaluation he/she provided or the faculty member may adjust information in the annual report to represent the resolution. The annual report and evaluation documents will be considered official once they are signed and sent to the college. If a resolution is not possible, adjunct faculty may follow the appeals process detailed below.

Adjunct Faculty with Secondary Assignments

Adjunct faculty with secondary assignments in another department, college, or administrative unit should include reflective commentary and analysis of all of their duties in their annual reports. Annual reports for faculty with secondary assignments will be routed in Faculty180 to both appropriate supervisors. The primary and secondary supervisors should confer on the deadline for the faculty member's annual report. Secondary supervisor evaluation will be available in Faculty180 to the primary supervisor. The secondary evaluation should be reviewed by the primary supervisor prior to meeting with the faculty member. Each supervisor will make her/his own determination about rehiring the faculty member independently.

Comments from the Dean's Office

The dean or a designated associate/assistant dean will read annual reports submitted by faculty, including adjunct faculty, each year. In most cases, the feedback provided will be brief, with a few comments or simply a checkmark and a signature, unless there is a point of disagreement with the chair's evaluation.

Beginning in the 2013-14 Academic Year, and each year thereafter, the dean will read and comment on the annual reports/administrative reviews submitted by the following individuals:

- Direct reports on the CAS dean's office staff (Student Services Director, Assistant to Dean, Administrative Coordinator, Assistant/Associate Deans);
- All department chairs;
- Probationary faculty in the year of the pre-tenure review (typically the third year);
- Associate professors and tenured assistant professors every six years, starting three years after last review (tenure or promotion);
- Non-tenure track faculty upon completion of year three and year six and every six years thereafter;
- Faculty on multi-year contracts, upon completion of year three and year six and every six years thereafter;
- Any faculty members, including adjunct faculty members, who appeal their chair's comments; and

- Any faculty members, including adjunct faculty members, whose annual reports or chair's comments are flagged by a department chair or the designated assistant/associate dean for any reason.

In addition, the Dean will participate in the following review processes each year as indicated by University policy:

- Pre-tenure/third-year reviews,
- Tenure reviews,
- Promotion reviews, and
- Post-tenure reviews.

Chair's Comments Appeals Process

In the event that any misunderstandings or disagreements cannot be resolved, a faculty member has the right to appeal her/his chair's comments.

Once the faculty member receives the department chair's written evaluation of her/his faculty work, the faculty member has ten business days to initiate a discussion of any misunderstandings or disagreements. In the event that a timely resolution between the faculty member and chair is not possible, the faculty member has an additional ten business days to create a written response as an appeal of the department chair's evaluation of her/his work to the dean or the dean's designee. Before the annual report packet is forwarded to the college, the faculty member is required to sign the form containing the department chair's evaluation of the faculty member's work to indicate review of the statement; this signature does not indicate agreement with the content of the evaluation.

When a formal appeal of the department chair's evaluation of the faculty member's work is necessary, the faculty member should use the Appeals Form. This form should be completed and submitted to the dean's office and copied to the chair, so that it can be included in the faculty member's annual report packet.

In all cases this process should be completed such that the annual report can be forwarded to the dean's office on or about July 20. When a faculty member formally contests the department chair's evaluation of her/his faculty work, the dean or dean's designee will work with the department chair and faculty member to determine whether a resolution is possible.

If the appeal remains formal, the dean will provide a statement for the annual report packet that indicates agreement or disagreement with the department chair's evaluation of the faculty member with a brief statement of reason. When resolution of the disagreement is not possible, a faculty member should maintain the chain of statements for future use in promotion, tenure, or post-tenure portfolios.

Timeline for Annual Reports and Feedback

- On or before **May 15:** Faculty members' annual reports submitted in Faculty180.
- On or before **July 1:** Department chair's evaluation of faculty, including those submitted by secondary supervisors, if appropriate, submitted in Faculty180; chairs should notify faculty of the availability in Faculty180 of their comments.
- Within ten days of signing annual report evaluation and no later than **July 20:**
Faculty appeals of chair's comments (if any) due to dean.
- On or before **July 20:** Department chairs submit their own individual annual reports in Faculty180.
- On or before **August 15:** Dean's office comments returned to candidates for tenure and/or promotion.
- On or before **January 10:** Dean's office comments returned to faculty (other than tenure/promotion candidates).

*Finalized January 31, 2014
Karen M. Kedrowski, Dean*

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