

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 must submit an annual report using the online Watermark system. 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 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 (or other supervisor; etc. below) 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 (including Instructors) 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, and Senior Instructors, may be more brief by using the shorter annual report form. All faculty members are required to acknowledge in Watermark department chair's written evaluation of her/his work as evidence of receipt; this signature does not indicate agreement.

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 (or supervisors) should clearly evaluate the faculty member's work. In the areas of Student Intellectual Development, Scholarly Activity, and Professional Development, a rating must be made in terms of "meets", "exceeds", or "does not meet expectations"; a rating of "meets or exceeds" is also acceptable. These terms may also be used in the area of Academic

Responsibility, but are not required. 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 and/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. Faculty should submit their annual reports to both supervisors simultaneously. Secondary supervisors should provide comments to the primary supervisor for inclusion in the faculty member's annual report comments. These comments must be provided before the primary supervisor meets with the faculty member. Primary supervisors are expected to include the secondary supervisor's comments in the annual report comments, and to confer with secondary supervisors on tenure and/or promotion recommendations.

Adjunct Faculty Members

Adjunct faculty are expected to complete the annual report using the Watermark system. The faculty members should provide reflective, yet concise, commentary and analysis on two areas of faculty evaluation: Academic Responsibility and Student Intellectual Development. Additional commentary related to Scholarly Activity and 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. Faculty should submit their annual reports to all supervisors simultaneously. The primary and secondary supervisors should confer on the deadline for the faculty member's annual report. Secondary supervisors should provide comments to the primary supervisor for inclusion in the faculty member's annual report comments. These comments must be provided before the primary supervisor meets with the faculty member. Primary supervisors are expected to include the secondary supervisor's comments in the annual report comments. 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, unless there is a point of disagreement with the chair's evaluation.

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 packet 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

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| On or before May 15: | Faculty members' annual reports due to the department chair(s)/supervisors. |
| On or before July 1: | Department chair's annual report comments, including those submitted by secondary supervisors, if appropriate, due back to faculty. |
| Within ten days of signing annual report comments and no later than July 20: | Faculty appeals of chair's comments (if any) due to dean. |
| On or before July 20: | Department chairs will submit faculty annual reports and signed chair's comments, as well as their own individual annual reports, to the dean's office. |
| 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). |