Guidelines for Faculty Annual Performance Evaluation

Supplemental Instructions:

- The current annual performance evaluation form can be found at the bottom of FSH policy 3320. Only current forms will be accepted and any evaluation on an older form will be returned.

- All completed evaluations are due to the provost office by **March 1, 2018**. Forms marked **not meeting expectation** need to be clearly identified for the Office of the Provost and Executive Vice President.

- The college shall forward all evaluation material at the unit and college level, including the dean’s narrative and faculty responses, if any, to the provost for permanent filing. This includes the following accompanying documentation from the review process:
  - Current Curriculum Vitae.
  - Written detailed summary report of faculty activity for the period of the annual performance review that compares accomplishments to expectations in the Position Description for the review period. This report may be in the form of a self-evaluation using the annual evaluation form included in the policy.
  - Other materials necessary to document efforts and accomplishments for the review period.

- Forms must be complete with all required signatures and sections filled out.

- Forms must be submitted electronically by the college designee to the provided folder on the S drive: S:\Committees\Faculty-PD-Eval. The provost office no longer accepts hard copy forms. Forms must be named in the following way (with the employee’s V#): V00001234-PE-2018

- Evaluations missing any of the above information or missing a unit administrator or dean response will be returned.

FAQ:

Who writes the initial narrative?
The initial narrative describing the performance of the faculty member over the past year can be developed by the faculty member, by the department/unit administrator, or collaboratively between the faculty member and the administrator. Ultimately, it is the responsibility of the department chair/unit administrator to finalize the narrative for each area for which they have responsibility (teaching and advising, scholarly and creative activity, outreach and extension, and university service and leadership), provide a narrative of overall annual performance and comment on progress toward tenure, promotion and/or continued satisfactory performance.

The faculty member is responsible for providing the administrator with 1) current CV, 2) UI position description relative to the current evaluation, 3) written detailed summary report of faculty activity for the period of the annual performance review, and other materials needed to document performance.

When do we need to get input/signatures from interdisciplinary colleagues?
In the case of a faculty member holding joint appointments and/or involved in interdisciplinary activities, in two or more academic or administrative units as described in the position description, it is the responsibility of the administrator in the faculty member’s primary academic discipline to solicit and consider relevant information on job performance from other administrators with responsibility for the faculty member’s work.
How is the overall annual performance and the progress toward tenure, promotion, and/or satisfactory performance different?
The trajectory of faculty members varies, depending on progress towards tenure, promotion(s), and/or continuing employment. This narrative provides guidance to the faculty member in addressing strengths and/or areas for growth from the perspective of performance over time and anticipating tenure and/or promotion(s) in the future. It is possible that a faculty member will have a satisfactory annual evaluation but not be making overall progress towards promotion and/or tenure. Unit criteria for promotion and tenure standards should be referenced to provide guidance.

How do I account for collegiality? How do I document if someone is meeting their position description goals but is difficult to work with?
Collegiality sometimes surfaces as a concern. Collegiality can be considered part of University Service and Leadership. Observations regarding collegiality may be addressed in the narrative for that section and the overall summary. Continued collegiality issues could result in referencing additional Faculty Staff Handbook policies: FSH1565 A-1, FSH3160 B-3, and 3170 A.

If a faculty member does not meet expectations in one responsibility area, does that mean I have to mark that they don’t meet expectations overall?
This is a judgment the chair/unit administrator makes after assessing the expectations described in the position description and the accomplishments of the faculty member. Examples of factors to weigh may include the proportion of the time assigned for an area(s) relative to productivity, the impact of the area on future success (e.g., research activity), and meeting the specified expectations of the department. Examples could include ineffective instruction in assigned course(s), ineffective and/or inaccurate advising of students, no or limited evidence of research activity, and so forth. It is possible to have a not meets expectation as the outcome when the overall percentages could be greater than the percentage of the area(s) that are of concern if the area is essential for faculty success.

Filling out the form:

**Faculty Annual Performance Evaluation**
Includes Disclosure of Conflict

For Review of Period: January through December (year) Make sure you put the correct review period.

Faculty Name: **Provide full name**  Employee V#: **Ensure correct v#**

Rank: **Rank during year of review**

Administrative Title (if applicable): **Only fill in if faculty member has an administrative appointment**

Unit(s): **Primary unit of the faculty member and, if the faculty member has more than one unit appointment and/or interdisciplinary appointments and/or assignments**

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<tr>
<th>Responsibilities</th>
<th>PD % - Enter the percentage of effort from the PD for the evaluation period</th>
<th>Narrative - For each area of responsibility, the unit administrator describes the basis for their evaluation of the faculty member's performance in this area</th>
<th>Met or Exceeded Expectations – one box must be checked for each area</th>
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<td>Teaching and Advising²</td>
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<td>Scholarship and Creative Activities³</td>
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### Overall faculty member met or exceeded the expectations defined in the position description

The narrative in this section is developed by the chair/unit administrator, describing and summarizing the overall performance of the faculty member including strengths and areas for improvement. An evaluation of not meeting expectations in one or more responsibility areas triggers procedures outlined in FSH 3320 B below. If there are any changes as a result of the dean’s review, the form must be returned to the faculty member and changes clearly acknowledged on the form as well as in the supporting narrative documentation.

Mark one box to indicate the overall performance of the faculty member.

### Commentary/recommendations on progress toward tenure, promotion, and/or continued satisfactory performance.

The narrative in this section is developed by the chair/unit administrator. The trajectory of faculty members varies, depending on progress towards tenure, promotion(s), and/or continuing performance. This narrative provides guidance to the faculty member in addressing strengths and/or areas for growth from the perspective of performance over time and anticipating tenure and/or promotion(s) in the future, or continued satisfactory performance.

*Relationship to Promotion and Tenure Process.* The faculty annual performance evaluation is an administrative review. Annual evaluations are one component of the independent promotion and tenure process. See FSH 3520 and 3560 for details on the promotion and tenure process.

Forms without proper signatures will be returned.

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<th>Unit Administrator Signature (joint appointments [if applicable])</th>
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Check appropriate box if comments are attached.

- **Interdisciplinary/Center Administrator Comments Attached** (if applicable). The unit administrator is responsible to solicit, discuss and consider evaluative comments from those interdisciplinary/center administrators listed in the faculty narrative. All solicited comments are to be attached to this form. Please attach the comments as a separate sheet and not as part of the above narrative.

- **Faculty Comments Attached** (optional). The faculty member is allowed to include comments that respond to the administrator’s evaluation.
Dean's Comments Attached (optional). If there is any significant difference in the commentary, recommendations, or evaluation overall between the department chair and college dean, the dean shall include a narrative stating the reasons for these differences. The form with attachments must be returned to the faculty member and an opportunity provided for the faculty member to respond. Please attach the comments as a separate sheet and not as part of the above narrative.

Disclosure of Conflicts

Make sure one of the boxes are marked and both signatures are on this section. If the faculty member does disclose a conflict a conflict management plan must be attached.

- If you have a conflict to disclose then you also will need to complete Form FSH 6240A.
- If there is any change in your circumstance that may give rise to potential conflicts or eliminate potential conflicts previously disclosed, then you will need to complete Form FSH 6240A within 30 days of the change.
- Disclose outside employment for compensation of more than 20 hours/week by completing FORM 6240B

☐ I DO NOT have any conflicts of interest, conflicts of commitment or apparent conflicts, according to FSH 6240, to report.
☐ I DO have any conflicts of interest, conflicts of commitment or apparent conflicts, according to FSH 6240, to report.
  ☐ I have submitted FSH 6240A and a plan to manage each conflict or apparent conflict to my unit administrator.

____________________________________________________________________________________________
Faculty Signature       Date
____________________________________________________________________________________________
Unit Administrator Signature       Date