

Guidance for Completing and Routing Annual Faculty Performance Evaluations

Welcome to the new faculty performance review form! Since this is our first year using a combined form for all full-time faculty (regardless of rank), including those with administrative appointments (a role for which a faculty is receiving compensation and/or reassigned time), we thought some guidance for everyone involved might be helpful.

Special Amendment to the Evaluation Submission Timeline for the 2022 Performance Review Year

Because the process to revise the faculty performance review guidelines and the new evaluation form took longer than anticipated to develop, pilot test, and approve through Faculty Senate, the 2022 performance reviews will adhere to the following amended timeline:

- Faculty submit their supporting documentation and self-evaluation to the Department Chair and Dean: *last Friday in March*
- Faculty Members meet with their Department Chair/Dean to review their performance evaluation: *first Friday in May*
- Submit to Provost office for review & approval: *last Friday in May*

Faculty can expect to see a few changes with this form.

- Because the form is designed to work for all full-time faculty, some evaluative categories may apply to you while others may not. For example, some full-time clinical (non-tenure-track) faculty may have program responsibilities, while others may be 100% teaching. Tenured/tenure-track faculty would not document program responsibilities in that section but, rather, in the service section.
- For tenured/tenure-track faculty, the percentages you can allocate for next performance review year (2023) have changed to allow for more flexibility across the teaching, service, and scholarship categories.
- For each evaluative category relevant to you, you'll be asked to "provide supporting materials to document performance" (this replaces the old mandated portfolio requirement for the annual performance review; you still need a portfolio for more significant reviews like pre-tenure, tenure, promotion, and post-tenure). You can provide these supporting materials *within* the performance review document ahead of the Chair's assessment for each section (for those of you going cloud-based, you can provide a link to your digital evidence within the AFPR document). **Or**, you can supply these as a PDF attachment with your performance review document. To help guide your decisions on what kinds of evidence you might provide, we recommend you consult the AFPR Supporting Document.
- In the "Goals for the Next Performance Review Cycle" section, you'll note that this has been reduced to only the goals and the measures of accomplishment.

Completion Flowchart

Faculty		
Department Chair		
Dean		
Faculty (for optional comment/response)	OR	Designated Authority for Administrative Roles
		Faculty (for optional comment/response)
Department Chair (load into DocuSign to route for signatures)		
Signatures: Faculty, Chair, Dean, D.A. for Administrative Role (if applicable)		
Provost/VPAA (for signature and faculty personnel record)		

Guidance for Faculty

1. Complete the header information of the Annual Faculty Performance Review (AFPR) form (name, rank, tenure status, etc.)
2. Insert the evaluative percentages for each relevant category (e.g., for tenure-track faculty: teaching, service, and scholarship) based on what you identified as your evaluative percentages in the previous year's (2021) AFPR, "Goals for Next Performance Review Cycle" section.
3. For each evaluative category relevant to you, provide supporting materials to document performance. You can provide these supporting materials *within* the performance review document ahead of the Chair's assessment for each section (for those of you going cloud-based, you can provide a link to your supporting materials within the AFPR document). Or, you can supply these as a PDF attachment with your performance review document.
4. Complete the Goals for the Next Performance Review Cycle section
5. Send your completed AFPR form **in Word/doc form** and, if applicable, your attached PDF of evidence, to your department chair and dean. (If you are a department chair, send these to your Dean).
6. You'll receive your completed evaluation back from your Dean or, if applicable, the Designated Authority overseeing any administrative roles for which you receive compensation or reassigned time. You then have the opportunity to provide optional comment/response to your standard evaluation as well as your administrative role evaluation.
7. Send the AFPR in Word format (and the attached evidence file, if applicable) back to the Department Chair to process in DocuSign.
8. Sign the review when it comes to you in DocuSign. (DocuSign will send you a copy with all signatures upon completion for your records.)

Guidance for Department Chairs¹

1. Verify the faculty's header information for accuracy
2. Complete the Chair's Assessment for each relevant category by
 - a. Inserting an X, checkmark, or other visible symbol next to "Exceeds Expectations," "Meets Expectations," or "Does Not Meet Expectations";
 - b. Providing a quantitative value (e.g., 2.5) reflective of that assessment within the **Chair's Assessment** box for each category; and
 - c. Providing qualitative comments in the **Chair's Rationale** section of each relevant category (required for "Exceeds Expectations" and "Does Not Meet Expectations"; optional for "Meets Expectations").
3. Complete the **Chair's Assessment** subsection within the **Overall Faculty Performance** section by providing both quantitative assessment and qualitative comments (required)
4. If the evaluated faculty member also serves in an administrative capacity for which the Chair serves as the designated authority overseeing that appointment, the chair should complete this section of the AFPR as well.
5. Send your edits (and the faculty's evidence, if it's a separate attachment) to the applicable college dean. **Be sure to keep the AFPR in Word format.**
6. After receiving the completed evaluation back from the Faculty (after the optional comment/response period), the Department chair should convert the AFPR into PDF form. Drop the PDF AFPR into DocuSign and attach the evidence PDF, if applicable, to the envelope.
7. Within DocuSign, remember to include signature and date fields **in signing order** for the faculty, department chair, Dean, Designated Authority for any administrative role evaluation (if applicable) and VPAA.

Guidance for the Dean²

1. Complete the Dean's Assessment for each relevant category by
 - a. Inserting an X, checkmark, or other visible symbol next to "Exceeds Expectations," "Meets Expectations," or "Does Not Meet Expectations";
 - b. Providing a quantitative value (e.g., 2.5) reflective of that assessment within the **Dean's Assessment** box for each category; and
 - c. Providing qualitative comments in the **Dean's Rationale** section of each relevant category (required for "Exceeds Expectations" and "Does Not Meet Expectations"; optional for "Meets Expectations").
2. Complete the Dean's Assessment subsection within the **Overall Faculty Performance** section by providing both quantitative assessment and qualitative comments
3. Complete the Scoring box and overall quantitative performance

¹ *This guidance is not meant to tell you the method by which you make your evaluation but rather how to complete and route the form.*

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4. If the evaluated faculty member also serves in an administrative capacity for which the dean serves as the designated authority overseeing that appointment, the dean should complete this section of the AFPR as well.
5. Send your edits (and, if applicable, the faculty's evidence attachment)
 - a. to the designated authority overseeing any appointment for which the faculty needs to be evaluated. Be sure to keep the AFPR in Word format.

OR

 - b. back to the faculty for review/response. Be sure to keep the AFPR in Word format.

Guidance for any additional Designated Authority overseeing an Administrative Responsibility³

1. Complete the administrative responsibilities evaluation in the designated section
2. Send the AFPR in Word format back to the faculty for optional comment/response

³ *This guidance is not meant to tell you the method by which you make your evaluation but rather how to complete and route the form.*