



Faculty Annual Review Process for Faculty Members IST AC-07 Administrative Guideline

This review process applies to all individuals with full-time faculty appointments including those with significant administrative responsibilities (e.g., Associate Deans). This includes individuals going through 2nd and 4th year reviews, fixed-term promotion reviews, tenure reviews, post-tenure reviews, and reviews for promotion since each of those activities focuses on a different time frame and serves a different purpose.

Given the nature of this process, all information that is shared during the process as well as any conversations that take place within evaluation committees must be held in confidence. Everyone is free to discuss the general process and criteria, but specific cases should not be discussed even with those individuals. Individuals with questions regarding the outcome of this process should speak with the Dean.

For each faculty member, the following materials will be considered:

- Current Year's FAR completed using Activity Insight. Reporting period is January – December. It is expected that materials will be submitted via Activity Insight. Anyone choosing to submit materials via an alternative approach must provide the same materials that would be submitted via Activity Insight and must format them in the same way they would be presented within Activity Insight for review purposes. Individuals going through a 2nd year, 4th year, tenure, promotion, or extended post-tenure review may choose to submit materials in the same format as is required for these other processes, but these materials must be updated to cover the time period specified for the faculty annual review process.
- FAR for the previous year. These are used by Dean if desired to provide context in which to view the current year's activity.
- Research Report for Each Faculty Member (obtain from Sponsored Research Office). This should include a list of proposals submitted for external support during the year as well as any proposals that were funded during the year.
- SRTEs and student comments for courses taught on-load during the evaluation period.
- The Finance office will provide:
 - Number of IST students paid by each faculty member on a research grant
 - IST faculty serving as Co-PI on grants and supervising students
 - Post docs, RAs or wage pay payroll students funded using external funds by each faculty member

- Personal narrative statement providing context while highlighting interactions and relationships between your activities and/or between your activities and strategic initiatives of the college or university. In addition, faculty have the option to include a descriptive (not evaluative) summary of the work they have done with the [Schreyer Institute] consultant as part of their FAR materials if desired.
- Fixed Term responsibilities beyond teaching will be clearly documented and provided by Dean so committees know what is expected.

Process

Three committees –Teaching, Research and Service - will be established to provide input to the Dean to assist in the annual evaluation process. Each committee member will use an evaluative worksheet to give a rating for each faculty based on review of the appropriate FAR materials with comments/ justifications submitted to the Dean. The committee as a whole submits a one to two paragraph narrative to the Dean. The Dean uses the input from committees when completing the formal annual evaluation process.

This annual evaluation is intended to be both formative and summative. It is formative in that it should provide useful guidance to the faculty regarding their activities and plans thereby helping them plan more appropriately for the future. At the same time, it is summative in that this is the official appraisal of one's activities for the previous year.

To the extent possible, the make-up of the committees will be such that there is some consistency from year to year, but also so there is some change in membership. Committee membership should also seek to ensure that the diversity of perspectives and approaches within the college is represented.

- Faculty will nominate their colleagues to serve on the FAR review committees. The Dean selects the committee members using faculty input to guide the process. The committee membership will be communicated to the IST faculty.
- Each committee will be responsible for providing input to the Dean for a predefined set of activities, either teaching, research or service depending on committee.
- Each committee member will have the opportunity to review all relevant materials for all faculty being evaluated by that committee and complete the worksheet with their individual rank for each with comments/ justification. After this individual review is complete, each committee will meet as a group to discuss all individuals being reviewed and provide one to two paragraph narrative to the Dean. During this discussion, committee members may update their feedback if they feel this is appropriate, but there is no expectation of complete agreement by all members of the committee.
- Both the individual evaluative worksheets by the committee members and the narrative will be submitted to the admin support person for this process who will provide the materials to the Dean.
- The Dean will use input from the committees to complete the formal annual review

process. When reviews are complete, the Dean will meet with individual faculty as appropriate. This may include faculty that receive a rating of unsatisfactory or needs improvement in any of the areas of evaluation as well as Assistant Professors. The Dean will meet with any faculty that would like to discuss the outcome of the annual review process.

- The faculty return a signed copy of the FAR to the admin support person via email or hard copy. The copies are all filed in each faculty folders under Faculty Annual Reviews.

Teaching is evaluated based on the quality of the learning experience as assessed using the materials available such as SRTEs and peer reviews, as well as the significance and impact of the courses; supervision of independent studies, theses, and dissertations; new courses developed or existing courses that were revised; and related activities. Teaching is **not** evaluated based on the number of courses taught. Teaching may also include engagement in the pursuit of funding for activities that are most appropriately described as teaching (e.g., redesigning a course) as well as the execution of related activities. Unfortunately, there continue to be challenges with peer evaluations including results that are in stark contrast to other feedback about the same courses and the fact that our current process results in our only having peer evaluations for a subset of faculty. As a result, peer evaluations are not currently included as part of the annual review process. Schreyer Institute recommends bonus points for high SRTE response rates – so we should not penalize faculty who do this unless the faculty are going to make some formal statement about the appropriateness of this approach.

Research is evaluated based on the significance and impact of the outcomes produced and the venues in which the outcomes were presented, engagement in the pursuit of funding as well as the execution of externally funded research activities, and related activities. External funding may count toward research, service, or teaching – depending on the nature of the resulting activities and the primary area to which a grant contributes.

Service is evaluated based on an individual's engagement with department, college, and institutional service as well as service to the profession including engagement in the pursuit of funding for activities that are most appropriately described as service (e.g., funding for student scholarships) as well as the execution of related activities. Consider service to community only if it leverages the specialized knowledge regarding information sciences and technologies that are the reason for an individual being a member of the IST faculty. It needs to connect to the focus/mission of the college in some way.