

## COE Faculty Annual Review and Merit Review Guidelines

April 2017 Updated 1.30.2020

The Faculty Annual Review and Merit Review have two different but related purposes. The Annual Review is to provide developmental feedback, acknowledge performance, and provide clear information to a faculty member about their preparedness for promotion and advancement. The Merit Review is to acknowledge work performed and provide salary enhancements in a manner commensurate with faculty performance across the unit.

Department level guidance (process and time lines) for both Annual Reviews and Merit Reviews for the College of Education (COE) are included in this document. The COE will follow these procedures and time lines:

### Annual Reviews:

1. **Department Faculty Reviewers:** The Department Head or Unit Director conducts all annual evaluations for Core Program faculty in the department. This includes Career Instructional/Research Faculty (C-NTTF) and Tenure Track Faculty (TTF) who are considered Core in their program in the department.

2. **Pro-Tem and Other Faculty Reviewers:** Program Directors conduct annual evaluations for all required Pro-tempore and non-core C-NTTF in their academic program (e.g., C-NTTF with very low FTE who have not been identified as core but because of teaching a specialized course for a period of time are considered C-NTTF).

**Note:** Program directors are not required to, but may elect to meet with Pro Tem faculty, unless it is a function of giving feedback related to re-hiring. If any instructional or research faculty member other than Pro Tem receives an evaluation that is ***less than "meets expectations"*** in the primary area of functioning for their role, Program Directors and Department Heads /Unit Directors are required to have a face to face meeting to discuss the evaluation.

3. **Research Unit Faculty Reviewers:** In research units, the direct supervisor conducts annual evaluations for their direct reports. Sometimes this is the Unit Director; other times it is another faculty member in the unit.

4. **Content Included in a Review:** For faculty on 9-month contracts, summer contracting is separate and can be included in the Annual Review. Publications, grant submissions, presentations, and student research supervision that occur in the summer months (or terms), whether on contract or not, are included in the Annual Reviews. All research and scholarly activity produced since the last Annual Review should be included in the current Annual Review.

5. **Required Signatures:** Annual evaluations must be signed by the Faculty member being evaluated, and the evaluator (typically the Program Director or designee or the Department

Head/Unit Director). Every evaluation must be endorsed by the Department Head/Unit Director with a signature indicating the Department Head knows that evaluation procedures and any required face to face feedback was followed, and the evaluation was signed by all parties. Face to face feedback is required when a C-NTTF receives a lower than "meets expectations" evaluation in a primary area of functioning for their role.

**6. Timing. Note 1:** COE Annual Reviews are timed to cover the **calendar year** and encompass all professional activity for the 9-month or 12-month contract within the calendar year. All activity includes publications, instruction, service, contributions to equity and inclusion between January 1 to December 31 of the year in review (winter, spring, fall terms, and for 12-month faculty, the summer term).

**7. Timing. Note 2:** Annual Review documents are prepared by faculty in the winter term of each year, following the COE templates for Annual Evaluations. Annual Review meetings between the faculty member and immediate supervisor (Department Head or Program Director in academic units; Unit Director or direct supervisor in research units) are conducted in the winter and spring terms.

#### **Merit Reviews:**

**1. General Process:** COE Departments and Research Units will follow their internal governance procedures for merit review. Unit or Department Merit Review Committees or Unit Directors or Department Heads, commensurate with the Internal Governance Policies of the unit, will review the materials identified above in making Merit recommendations to the Dean of the College of Education. If a faculty member has multiple position descriptions (e.g., a C-NTTF in a research unit and teaching a course), each position will have a separate merit review and rating. If a faculty member has one position description but roles in multiple units (e.g., a TTF in a department and a research unit), the administrators of the units involved will collaborate on the merit recommendation and provide a single merit review and rating.

**2. Primary Materials:** Merit recommendations are based on: (a) the last Annual Review material submitted by a faculty member, (b) the last annual faculty evaluation received by a faculty member, (c) supplemental materials submitted by a faculty member to account for the time between the end date of the last Annual Review (December 31) and the date of the merit recommendation period (fall term), and (d) other input provided to the supervisor about the faculty member's performance since the end date of the last Annual Review.

**3. Supplemental Materials:** Supplemental materials should include an updated CV and/or a list of notable productivity in all areas of work during the time period post Annual Review. Given dates and timelines of the current (2016) CBA, this means the Supplemental materials include productivity from January 1 to October 31.

4. **Timing. Note 1:** Because there is significant overlap in timing between the Faculty Annual Review and the Merit Review period, Department Heads, Unit Directors, and Department/Unit Merit Review committees ***will consider only activity and productivity since the last Merit Review*** in making Merit recommendations to the Dean.

5. **Timing. Note 2:** Materials described above to be included in Merit Review are due to your Department Head or Unit Director by **October 31** each fall term.

6. **Submission of Reviews:** Department Heads and Unit Directors will make merit recommendations for all faculty members that are based on the above materials to the COE Dean. Where applicable per your unit Internal Governance Policy, Merit Review Committees will make merit recommendations to the Unit or Department head, who will then make Merit recommendations to the COE Dean. All Merit recommendations are due to the Dean of the College of Education by **November 14** each fall term.

## **Appendix:**

### **Merit Review Document for 2016**

Below describes the inclusive time-period, requested materials and documentation, and the review process for the current, 2016, faculty merit review in the College of Education.

#### **Timeframe for Current Merit Review:**

1. The period of the current 2016 Merit review extends back to the last application of Merit, which was June 2014. So, materials, productivity, and faculty activity dated from July, 2014, will be included in the current Merit review.
2. The period of the current 2016 Merit review extends up to the current period. So, materials, productivity, and faculty activity up to October 31, 2016, will be included in the current Merit review.

#### **Materials for Current Merit Review:**

1. An updated curriculum vita – in which you use the highlight function directly applied to any activity, productivity, service, teaching, etc. corresponding to the July 2014 – October, 2016, time period.
2. A one-page Personal Statement in which you may communicate anything about your teaching, research, service, and/or other professional activity during the July 2014 - October 2016 period that you would like to highlight as part of your Merit Review.
3. In particular for Career Instructional Faculty and Career Research Faculty (NTTF), although this option applies to all faculty members, any supplemental materials that you would like to include as part of your review – such as a summary of teaching evaluations not included in your CV, lists of grant service and grant submissions, notations of special or unusual projects, etc., that provides you with the ability to communicate about your work in a way that may not be highlighted in number 1 or 2 above.
4. Copy of your 2015 Annual Faculty Evaluation (the evaluation covering January to December 2015) by your Unit Head or immediate supervisor (Unit heads will acquire these from Central COE records, managed by Amy Green).

#### **Review Process for Current Merit Review:**

Unit or Department Merit Review Committees or Unit Directors or Department Heads, commensurate with the Internal Governance Policies of the unit, will review the materials identified above in making Merit recommendations to the Dean of the College of Education. If a

faculty member has multiple appointments, the administrators of the units involved will collaborate on the merit recommendation.

Materials described above to be included in the 2016 faculty Merit Review are due to your Department or Unit Head by **October 31, 2016**.

Unit and Department heads will make merit recommendations for all faculty members that are based on the above materials to the COE Dean. Where applicable per your unit Internal Governance Policy, Merit Review Committees will make merit recommendations to the Unit or Department head, who will then make Merit recommendations to the COE Dean. All Merit recommendations are due to the Dean of the College of Education by **November 14, 2016**.