

## MEMORANDUM

To: Deans, Chairs, and Directors

From: Michael T. Nietzel  
Provost

Re: 2003 Faculty Performance Review

Date: October 6, 2003

Reviewing faculty performance is an opportunity for faculty improvement and an integral part of continuing efforts to improve the University. These reviews serve to assess a faculty member's past achievements and guide his or her future development. Faculty performance evaluations are one source of information for the promotion and tenure review process. The aggregate results of faculty performance reviews also provide a measure of the progress of a department and college.

I welcome the opportunity to work with you in the faculty performance review process. Our investments in this activity help to move programs forward, and they support individual faculty development.

Faculty will be evaluated in accordance with AR II-1.0-5 (date effective 12/16/00). This AR is attached and is available on the World Wide Web. This is the second year of the biennium. Therefore, all faculty will be evaluated except: (1) tenured faculty who were evaluated last year and do not request a new evaluation, (2) tenured faculty who will retire before or at the end of the current fiscal year, (3) non-tenured faculty whose appointments expire by the end of the current fiscal year, and (4) faculty on joint appointments in any educational units in which their non-primary appointments provide no more than twenty percent of their regular salary. Faculty members exempt from a required review by these circumstances may, after consultation with you, elect by mutual agreement to be reviewed on a voluntary basis. Faculty on out-of-state assignments in international or other programs shall be evaluated for purposes of performance review and promotion based on their performances and accomplishments in their assigned areas of activity in accord with AR II-1.1-8.

The procedures used in the performance review shall be communicated to the faculty members of the college by the dean or director prior to the beginning of the evaluative process. Please share a copy of the attached Administrative Regulation AR II-1.0-5 with your faculty or provide instructions on how faculty gain access to these regulations on the World Wide Web. If you have problems accessing the regulations electronically, please contact Margaret Leach (257-7017) or Cathy Owen (323-8047) for assistance. Please be certain that the procedures employed

in the performance review of faculty comply fully with AR II-1.0-5 policies about the areas of performance, sources of evaluative material, distribution of effort, consultation with faculty, rating systems, and appeals.

The performance review for each faculty member documents his or her effectiveness and progress in the following activities during the calendar year: [1] teaching and advising; [2] research and/or other appropriate forms of creative scholarship; [3] university service, public service, outreach services, professional leadership, and/or other appropriate activities. Relative weightings and attention given to each activity in making judgments should be based on the prior agreement of distribution of effort (DOE) across these activities. Quantitative and qualitative information should be used and explained in making judgments about performance.

The evaluation instrument or forms to be used in each college are to be developed by the dean of the college and must involve consultation with an appropriate faculty group. At least three evaluation groups are to be used in each college. Letter, numerical, or descriptive designations may be used, but the rankings must be interpreted in such ways to clearly recognize both outstanding and marginal performances, as well as those appraised as good or satisfactory. The faculty member must be provided opportunities for appeals at the college level. Procedures for faculty appeals should be developed and clearly communicated to all faculty in the college.

If after appealing at the college level the faculty member still disagrees with the decision, an appeal may be made to the Provost. An appeals committee will be appointed after advice on its composition is sought from the Senate Council. The committee will make recommendation concerning any appeals to the Provost, whose decision will be final.

The schedule for the review and evaluation process is as follows:

February 19, 2004	Review completed by college and faculty members informed of results.
March 19, 2004	Deadline for a faculty member to appeal at the college level
April 9, 2004	Appeals at the college level completed.
April 30, 2004	Deadline for a faculty member to appeal to the Provost.
May 14, 2004	Appeals to Provost completed.

If there are any aspects of the review process on which you wish additional guidance, please feel free to contact Margaret Leach, Cathy Owen or me.

Thank you very much for your attention to the selection, progression and evaluation of our greatest asset -- the faculty.

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