

ANNUAL PERFORMANCE REVIEW (APR) FOR FULL-TIME FACULTY

A. SCOPE OF THE APR FOR FULL-TIME FACULTY

All full-time faculty fall under the purview of the PHLS APR policy. More specifically, this includes Clinical Faculty, Instructional Faculty, *Research Faculty (*depending on salary funding source; see section D below), Tenured / Tenure-Track Faculty, and Visiting Faculty at all ranks (i.e., Assistant, Associate, and Full).

B. APR TIMELINE

- February 15th: Faculty submit a Faculty Activity Report (FAR) to the Department Chair.
- March 1st: FARs are reviewed and ranked by the PHLS FAR Ad-hoc Committee (See C.2.1).
- March 1st – 30th: Individual faculty meetings are held with the Department Chair to discuss annual performance data.
- April 15th: Faculty receive a draft annual review letter from the Department Chair. Faculty will have 5 business days to request in writing to correct the record and/or appeal any decision that is made. The faculty member and the Department Chair will attempt to informally resolve any issues via email or a subsequent meeting (if necessary). The Dean will be asked to make a ruling on any issues that cannot be informally resolved between the faculty member and Department Chair.
- April 30th: Due process associated with any corrections or appeals is completed.
- May 1st: The Department Chair submits a final annual review letter to each faculty member.

C. USE AND DISPOSITION OF THE FACULTY ACTIVITY REPORT (FAR)

C.1. Reporting Parameters. The electronic FAR tool will be the only mechanism used to collect faculty performance data – both quantitative and qualitative – as part of the APR process. Scholarship (i.e., grants and contracts & presentations), Teaching (i.e., course evaluations; student advising and committees; & program and instructional development), and Service (i.e., program, PHLS, COE, UH, community, and professional service; awards; & administration) will be evaluated across the previous calendar year (i.e., January 1st – December 31st). Peer-reviewed journal articles, books, and book chapters will be evaluated across the previous TWO calendar years.

C.2. APR of the Faculty. The electronic FAR tool provides an automated quantitative assessment of faculty performance in three domains: scholarship, teaching, and service. Points generated in each domain are independent of other domains and utilize a unique scoring metric that is specific to each subcategory. The FAR data will be independently reviewed by the PHLS FAR Ad-hoc Committee and the Department Chair.

C.2.1. Role of PHLS FAR Ad-hoc Committee. This committee will consist of four PHLS faculty: PHLS Associate Chair, PHLS Assistant Chair, an additional representative from the PHLS Research Task Force, and an additional representative from the PHLS Teaching Task Force. The aforementioned additional representatives from these two departmental task forces will be selected by their respective task force through an internal nominations and election process. At least one member on the PHLS FAR Ad-hoc Committee must be a clinical or instructional faculty member. This committee will be charged to recommend a consensus quartile ranking of each performance domain (i.e., scholarship, teaching, & service) to the Department Chair using two criteria: (1) FAR points as a function of budgeted time, and (2) faculty years in rank. Furthermore, they will be charged to recommend a consensus evaluation

of each performance domain to the Department Chair using four descriptors: Exceeds Expectations, Meets Expectations, Partially Meets Expectations, and Does Not Meet Expectations.

C.2.2. Role of Department Chair. The ultimate assessment of faculty performance data is the responsibility of the Department Chair. The Department Chair will take into consideration the quantitative and qualitative data collected from the electronic FAR tool and the recommendations received from the PHLS FAR Ad-hoc Committee to rank order the faculty and write individualized annual review letters. Faculty annual review letters will include quantitative (e.g., quartile rankings) and descriptive evaluations of faculty performance in the domains of scholarship, teaching, and service. Furthermore, faculty annual evaluation letters may also be used to document any concerns regarding professionalism in the workplace; articulate a data driven rationale for any changes to budgeted time; and/or provide objective professional goals for the upcoming calendar year.

C.3. APR Review of the Department Chair. The Department Chair will complete the FAR and it will be included in the review conducted by the PHLS FAR Ad-hoc Committee. The ultimate assessment of the Department Chair's performance data is the responsibility of the Dean and should be consistent with the APR Timeline presented above.

D. APR POLICY FOR FULL-TIME NTT RESEARCH FACULTY SUPPORTED BY EXTERNAL FUNDS

D.1 Full-time NTT Research Faculty Who Are Affiliated with PHLS and Whose Salary Is Paid 51% or more by COE/PHLS Funds. Full-time NTT Research Faculty who are affiliated with PHLS and whose salary is paid 51% or more by College of Education (COE) or PHLS funds will submit their FAR and be reviewed by the Ad Hoc FAR Committee and Department Chair as detailed in sections B and C above.

D.2. Full-time NTT Research Faculty Who Are Affiliated with PHLS and Whose Salary Is Not Paid by COE/PHLS Funds. Full-time NTT Research Faculty who are affiliated with PHLS and whose salary is not paid by COE/PHLS funds will be reviewed solely by their assigned supervisor. These faculty will submit their FAR to their assigned supervisor. These faculty will not be reviewed by the PHLS FAR Ad Hoc Committee. Rather, the assigned supervisor will conduct the APR. The assigned supervisor will be responsible for completing the NTT Research Faculty annual review letter, which will include quantitative and descriptive evaluations of faculty performance in the domain of scholarship and, if applicable, teaching, and service. Faculty annual evaluation letters may also be used to document any concerns regarding professionalism in the workplace; articulate a data driven rationale for any changes to budgeted time; and/or provide objective professional goals for the upcoming calendar year. The assigned supervisor will provide the Department Chair with a copy of the faculty annual evaluation letter.

D.2.1. APR Timeline for Full-time NTT Research Faculty Who Are Affiliated with PHLS and Whose Salary Is Not Paid by COE/PHLS Funds

- February 15th: Faculty submit a Faculty Activity Report (FAR) to their assigned supervisor.
- February 15th – March 30th: The assigned supervisor reviews Faculty FARs.
- March 1st – 30th: Following supervisor review of Faculty FARs, individual faculty meetings are held with the assigned supervisor to discuss annual performance data.
- April 15th: Faculty receive a draft annual review letter from the assigned supervisor. Faculty will have 5 business days to request in writing to correct the record and/or appeal any decision that is made. The faculty member and the assigned supervisor will attempt to informally resolve any issues via email or a subsequent meeting (if necessary). The Department Chair will be asked to make a ruling on any issues that cannot be informally resolved between the faculty member and assigned supervisor.

Should the faculty member not accept the Department Chair's ruling, The Dean will be asked to make a ruling on any issues that cannot be informally resolved between the faculty member and Department Chair.

- April 30th: Due process associated with any corrections or appeals is completed.
- May 1st: The assigned supervisor submits a final annual review letter to each faculty member and provides a copy to the Department Chair.

D.3. Full-time NTT Research Faculty Who Are Affiliated with PHLS and Whose Salary Is Paid Greater than 0% through Equal to or Less than 50% by COE/PHLS Funds. Full-time NTT Research Faculty who are affiliated with PHLS and whose salary is paid greater than 0% through equal to or less than 50% by COE/PHLS Funds will be reviewed by their assigned supervisor in consultation with the Department Chair. These NTT Research Faculty will submit their FAR to their assigned supervisor. These faculty will not be reviewed by the PHLS FAR Ad Hoc Committee. Rather, the assigned supervisor will conduct the APR in consultation with the Department Chair. The assigned supervisor will be responsible for completing the NTT Research Faculty annual review letter, which will include quantitative and descriptive evaluations of faculty performance in the domain of scholarship and, if applicable, teaching and service. Faculty annual evaluation letters may also be used to document any concerns regarding professionalism in the workplace; articulate a data driven rationale for any changes to budgeted time; and/or provide objective professional goals for the upcoming calendar year. Faculty annual evaluation letters written by the assigned supervisor will be reviewed and approved by the Department Chair prior to being shared with NTT Research Faculty.

D.3.1. APR Timeline for Full-time NTT Research Faculty Who Are Affiliated with PHLS and Whose Salary Is Paid Greater than 0% through Equal to or Less than 50% by COE/PHLS Funds

- February 15th: Faculty submit a Faculty Activity Report (FAR) to their assigned supervisor.
- February 15th – March 30th: The assigned supervisor reviews Faculty FARs in consultation with the Department Chair.
- March 1st – 30th: Following supervisor review of Faculty FARs, individual faculty meetings are held with the assigned supervisor to discuss annual performance data.
- April 15th: Faculty receive a draft annual review letter from the assigned supervisor; the draft letter will have been reviewed and approved by the Department Chair prior to being shared with Faculty. Faculty will have 5 business days to request in writing to correct the record and/or appeal any decision that is made. The faculty member and the assigned supervisor will attempt to informally resolve any issues via email or a subsequent meeting (if necessary). The Department Chair will be asked to make a ruling on any issues that cannot be informally resolved between the faculty member and assigned supervisor. Should the faculty member not accept the Department Chair's ruling, The Dean will be asked to make a ruling on any issues that cannot be informally resolved between the faculty member and Department Chair.
- April 30th: Due process associated with any corrections or appeals is completed.
- May 1st: The assigned supervisor submits a final annual review letter to each faculty member; the final letter will have been reviewed and approved by the Department Chair prior to being shared with Faculty.

A. SCOPE OF THE APR FOR NON-FULL TIME INSTRUCTORS OF RECORD

All instructors of record, including Adjunct faculty, Teaching Fellows and non-full time Lecturers, fall under the purview of the PHLS APR policy.

B. APR PROCESS FOR NON-FULL TIME INSTRUCTORS OF RECORD

B.1. Evaluation Frequency and Data Source/s. Non-full time instructors of record shall be evaluated on a yearly basis by their immediate supervisor: the Program Director/s. Each year, the Program Director/s will, at a minimum, use the student evaluation results from the prior calendar year to evaluate performance. The Program Director/s should review the evaluation/s carefully, taking into consideration all quantitative and qualitative aspects of the evaluation including student ratings in comparison to Department and College averages. Additional information, such as observations, peer evaluations, informal student evaluations, syllabus review, and/or instructor interview may also be used to evaluate performance at the Program Director/s' discretion. Should student evaluations be unavailable (e.g., too few students completing them for a course), the Program Director/s will need to rely on the additional information sources including those above for performance evaluation.

B.2. APR Ratings. Based on their evaluation, the Program Director/s will rate the non-full time instructor of record with: (1) satisfactory performance; or (2) unsatisfactory performance.

B.3. Responsibilities of the Program Director/s. The Program Director/s is/are responsible for applying a standard method of evaluation for all non-full time instructors of record under their purview, and communicating that standard to the instructor of record being evaluated at the beginning of each evaluation year. Guidelines for what will constitute satisfactory and unsatisfactory performance should be explicated in this communication and reviewed and approved by the Program's full-time faculty.

B.4. Use of APR Data. Non-full time instructors of record are not eligible for raises based on satisfactory performance, but the Program Director/s may use the evaluation data to make informed decisions about the continued employment and assigned responsibilities of the instructor of record. Re-hire decisions are made on a semester-by-semester basis based on instructional needs and funding availability.

C. APR TIMELINE FOR NON-FULL TIME INSTRUCTORS OF RECORD

- February 15th: Program Director/s compile evaluation information to review.
- March 15th: Program Director/s rate non-full time instructors of record as explicated in B.2.
- March 15th – April 5th: Program Director/s convey, via email, the resulting rating to the non-full time instructor of record evaluated. In the case of a satisfactory rating, no additional detail is required. In the case of an unsatisfactory rating, the basis of the rating should be explicated. Instructors of record should be informed they will have 5 days to respond with any additional information/corrections that should be considered by the Program Director/s to potentially modify the rating. The Program Director/s may solicit a meeting with the Department Chair to discuss any potential appeals under consideration if additional guidance is needed.
- April 15th: Any modifications of unsatisfactory ratings based on additional information/corrections or appeal should be communicated to the instructor/s of record.

PHLS APR PROCESS

- April 30th: The Program Director/s submit a list of the non-full time instructors of record reviewed and their ratings to the Department Chair via email. Information supporting any unsatisfactory ratings should be explicated in this communication.

Original Approval:

2015 by faculty majority vote

Revision Record:

Amended to include the process for conducting F-APRs for instructors-of-record and lengthen time for Chair to conduct annual performance review meetings with full-time faculty due to spring break timing; approved by 96% voting faculty (5/14/18); approved by Department Chair Dr. Reitzel (5/14/18); approved by Dean McPherson (5/18/18); sent to Provost for approval (5/18/18); approved by Associate Provost Clarke (2/6/19).

Amended to include policy for full-time NTT research faculty supported by external funds; approved by 95% voting faculty (10/21/19); approved by Department Chair Dr. N. Smith (10/21/19); approved by Dean McPherson (10/31/19); sent to Provost for approval (10/31/19).

Signature Record:

 10/31/19

COE Dean Signature Date

 11/6/2020

Provost/Rep Signature Date