

## Annual Evaluation of Ranked Faculty

This document details the steps and timing of our comprehensive annual evaluation of faculty activities. The annual evaluation of ranked faculty will be conducted with the myVITA/RPT platform.

1. The evaluation starts with a request from the Dept. Chair to their faculty to make sure that their activities are up to date in myVITA/RPT.
2. The Dept. Chair then runs reports in myVITA/RPT of the faculty members from January 1<sup>st</sup> to December 31<sup>st</sup> of the previous calendar year.
3. The Dept. Chair schedules meetings in a time window that extends from January 2<sup>nd</sup> to February 15 with all the ranked faculty members to discuss their performance during the last calendar year and to make plans for the current calendar year (or years) according to 4.
4. In that meeting each faculty will plan with its Dept. Chair the activities to be performed during the current calendar year or years based on faculty performance during the past year and Dept. needs. Specifically:
  - a. The faculty and the Dept. chair will identify areas of strength and opportunities for growth.
  - b. This may result in a change of the workload distribution or in initiatives to address the faculty members current limitations. The initiatives must be clearly defined, and they will form part of the agreed upon plan for next year.
  - c. The faculty and the Dept. chair will plan the teaching load of the faculty based on Dept. needs and faculty performance during the current year.
  - d. The faculty and the Dept chair will identify opportunities to grow the research enterprise of the faculty. If transition to a new research area is recommended, they will identify (if possible) sources of transitional funding.
  - e. The faculty and the Dept. chair will identify meaningful service opportunities for the upcoming year. Service should be understood broadly and aimed at growth of the Dept. and the faculty.
  - f. The faculty and the Dept. chair will discuss a possible redistribution in the workload where all activities are equally important.
  - g. The Dept. chair will upload in the evaluation portion of myVITA a detailed plan for the next current year. This document is an agreed upon course of action that may be changed accordingly (and with mutual consent) as circumstances arise.
  - h. Even if the workload distribution has not changed, the Dep. will have to re-enter all percentages.
5. After the meetings take place, the Dept. Chairs write their evaluation in the appropriate box in myVITA/RPT platform within 48 hrs. of such a meeting. The Department chair notes if the performance of the faculty members has been satisfactory or unsatisfactory in research, teaching, and service as well as an overall performance. It should be reiterated to faculty during the chair/faculty meeting that an unsatisfactory in either teaching or research will result in an unsatisfactory evaluation overall per policy 310.015. The Dept. chair may have reservations about the performance of a faculty member in either research or teaching that do not add to an unsatisfactory evaluation; the concerns should be noted and a plan to overcome those concerns should be developed by the faculty member and the Dept. Chair.

6. The faculty member that has been evaluated has the right to address the comments of the Dept. chair in writing. However, if the evaluation has been unsatisfactory, the faculty member and the Dept. chair should meet within five business days of the submission of the evaluation by the Dept. Chair to develop an improvement plan. The faculty member may write a rebuttal no later than five business days after such a meeting. If the faculty member writes a rebuttal the process will continue as follow:
  - a. The summary of the activities of the faculty member during the last calendar year as well as the evaluation of the chair and the rebuttal by the faculty member will be submitted to the Dean immediately after the faculty member has submitted their rebuttal.
  - b. The Dean will consider all the evidence before them and determine if the overall performance of the faculty member is satisfactory or unsatisfactory. The decision of the Dean is final and cannot be appealed. The Dean's decision should be finalized within 10 business days after receiving the packet. The Dept. Chair and the Faculty member will develop a plan to overcome the deficiency and enter that plan in myVITA/RPT. The plan could be as simple as a change in the workload distribution. The plan will become part of the permanent record of the faculty member.