

COLLEGE OF EDUCATION CALENDAR AND POLICY FOR  
FACULTY ANNUAL PERFORMANCE REVIEWS FOR CY 2023

Due Date	Action Required
December 1, 2023	<p>Department Heads: Notify all appointed personnel (faculty) to submit annual performance reviews by January 31, 2024 to Department Heads.</p> <p>The following faculty members should receive annual performance reviews:</p> <ul style="list-style-type: none"> <li>• Tenured faculty and tenure-eligible faculty</li> <li>• Career-track faculty (including all lecturer, instructor, professors of practice, and research professor)</li> </ul> <p>Ensure that all faculty have a copy of the Department criteria for annual performance reviews with new ratings.</p> <p>The College of Education is using the <a href="#">Faculty Portfolio</a> (Annual Profile) System for annual reviews.</p>
January 8-26, 2024	<p>Department Heads: Meet with Department Peer Review Committees (DPRC) to reinforce procedures and criteria for annual performance reviews.</p> <p>NOTE: Inform peer review committees that evaluations and ratings are shared with the faculty member describing the rationale and results of the peer review.</p>
January 31, 2024	<p>Faculty: Submit annual performance review materials via the <a href="#">Faculty Portfolio</a> (Annual Review) System.</p> <ul style="list-style-type: none"> <li>• Upload most recent CV in any format with relevant years highlighted.</li> <li>• Two-page self-assessment statement of research/scholarship, teaching and service along with your goals for the coming year, as a second document.</li> <li>• Refer to departmental criteria and guidelines on what else should be included.</li> </ul>
February 1, 2024	<p>Department Heads/Coordinators: Notify Department Peer Review Committee (DPRC) that faculty performance review materials are ready for review.</p> <p><b>NOTE: Begin with tenure-eligible assistant professors (except assistant professors undergoing third-year reviews which is a separate process).</b></p>

Due Date	Action Required
February 1, 2024	Office of the Dean: Notify administrators and direct reports (deans, heads and directors) supervised by the Dean to submit career conversations reports by April 12.
February 1-March 1, 2024	<p>Department Peer Review Committees (DPRC): Evaluate performance review materials (<b>beginning with tenure-eligible assistant professors</b>).</p> <p>The committee guided by departmental annual review criteria must provide the following ratings in the Faculty Portfolio (Annual Review) System:</p> <p>Ratings:</p> <ul style="list-style-type: none"> <li>• Meets or exceeds expectations</li> <li>• Does not meet expectations</li> </ul> <p>Committees can make further recommendations using the comments field in the system.</p> <p>The committee must provide comments describing the rationale and results of the peer review. Committees are encouraged to follow <a href="#">these guidelines</a> so that faculty receive more formative feedback for their annual review. This feedback will be shared with the department head and the reviewee.</p>
March 1, 2024	<p>Department Peer Review Committees (DPRC): Forward annual performance evaluations to the Department Head via the Faculty Portfolio (Annual Review) System.</p> <p>Office of the Dean: Remind Department Heads to evaluate <b>assistant professors</b> before evaluating other faculty. Annual performance reviews for assistant professors due to the Dean by March 29.</p>
March 1-March 15, 2024	<p>Department Heads: Conduct an election (if applicable in your department) to fill vacancies on next year's (2024-2025) Department Peer Review Committees (DPRCs) whose members evaluate annual performance evaluations and promotion and/or tenure dossiers. Elections may not apply to smaller departments.</p> <p>Note: At the discretion of the Department Head, a separate committee may be elected or appointed to review career-track faculty.</p>

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March 1-March 29, 2024	<p>Department Heads: First evaluate each tenure-eligible assistant professor, assistant professor of practice, and lecturer. Discuss results of performance reviews on progress toward tenure and/or promotion, and agree on professional development objectives and faculty workload for the next year. Workload assignment for the upcoming academic year should be communicated to faculty members via the comments field in the Faculty Portfolio (Annual Review) System.</p> <p>In-person meetings are only required for the following:</p> <ul style="list-style-type: none"> <li>A. Annually for all tenure-eligible faculty, regardless of rating;</li> <li>B. Annually for all career-track faculty who are at their initial rank (e.g., Assistant Professor, Lecturer);</li> <li>C. When the rating in any category is “needs improvement” or “unsatisfactory” for tenured or career-track faculty;</li> <li>D. As requested by the faculty member.</li> </ul> <p>The department head must provide the following ratings in the Faculty Portfolio (Annual Review) System:</p> <p>Ratings:</p> <ul style="list-style-type: none"> <li>• Truly exceptional</li> <li>• Meets or exceeds expectations</li> <li>• Does not meet expectations – Needs improvement</li> <li>• Does not meet expectations – Unsatisfactory</li> </ul> <p>If a department head disagrees with the departmental review committee’s ratings, a rationale should be provided. Comments can also include a discussion about goals, assignments, and expectations for the upcoming year.</p> <p>If a faculty member fails to provide annual performance review materials to the department review committee for peer review and the immediate department head by the deadline established by the department head, the faculty member will receive an overall “unsatisfactory” performance rating unless the department head determines that good cause exists for an exception.</p> <p>After the performance review is complete, faculty members should be notified and given 10 working days to add comments in the Faculty Portfolio (Annual Review) System. If the faculty member is in agreement with the review, the review will be considered final.</p> <p>If a faculty member disagrees with their annual review, they should meet with their department head to address any concerns within 10 working days. Following the discussion, department heads should</p>

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document any revisions by entering a revised review in the Faculty Portfolio (Annual Review) System. Those revisions will be considered the final review.

### Outcomes of Annual Review

- If overall performance is *satisfactory* or better, faculty remain in the regular annual performance review process.
- If overall performance is *satisfactory with a deficiency in a single area of performance*, faculty enter into a Faculty Development Plan at the unit level.
- If overall performance is *unsatisfactory* this results in faculty entering a Performance Improvement Plan.

Department Heads: If a career-track faculty member receives an overall annual performance review rating of unsatisfactory, the faculty member's immediate administrative head, in consultation with the peer review committee, may either develop a remediation plan for the faculty member, which includes specific benchmarks to improve the faculty member's performance over the next review period, or may consider non-renewal of the faculty member's appointment. A remediation plan will include the objective, process, and outcomes.

If a tenure-track faculty member receives an annual review rating of "unsatisfactory" in any category, the faculty member is required to enter one of two processes, either the Faculty Development Plan (FDP) or the Performance Improvement Plan (PIP), depending on the extent of the deficiency or deficiencies. The head and faculty member must meet within 30 days of the written evaluation date. The discussion at this meeting will include the evaluation of the immediate administrative head as well as that of the peer reviewers. As soon as possible after meeting with the immediate administrative head, the faculty member will receive a final written evaluation. The faculty member may provide comments, and must sign the document and return it to the immediate administrative head within 10 working days of the meeting. The final written evaluation is a part of the faculty member's departmental personnel record.

If the faculty member disagrees with the final evaluation, the faculty member may appeal within 30 days of the final written evaluation date as detailed in [Section 3.2.03](#) (Appeals of Annual Performance Reviews; the next administrative level, ordinarily the dean of the college).

Due Date	Action Required
March 29, 2024	Department Heads: Complete annual performance reviews of all <b>tenure-eligible assistant professors</b> . Notify the Office of the Dean when performance reviews are ready to be reviewed by the Deans.
April 1, 2024	Office of the Dean: Notify Dean and Associate Dean that annual performance review materials of each <u>tenure-eligible assistant professor</u> are ready for review.
April 1-May 3, 2024	Department Heads: Complete all other faculty performance reviews. It is <b>encouraged</b> to discuss results of annual performance evaluations with <u>tenured associate professors and associate professors of practice</u> to discuss progress toward promotion and agree on professional development objectives and faculty workload for the next year.
April 1-May 3, 2024	Dean, Associate Dean, and Department Head: Discuss the results of annual performance reviews with each <u>tenure-eligible assistant professor</u> and agree on professional development objectives for the next year. Focus on progress toward promotion and tenure.  NOTE: Assistant to the Dean will coordinate these meetings.
April 12, 2024	Administrators and Direct Reports (Deans, Department Heads, and Directors) supervised by the Dean: Submit career conversation reports to the Dean. Address only administrative duties.
May 1, 2023	Office of the Dean: Notify Department Heads who was randomly selected (tenured faculty) for post-tenure reviews.  Verify all tenured and tenure-eligible faculty have completed annual reviews with ratings. Inform department heads if there are any concerns.
May 1-May 31, 2024	Dean: Discuss results of career conversations with Deans, Department Heads, and Directors directly supervised and discuss goals for the next year.  NOTE: Assistant to the Dean will coordinate these meetings.