



Annual Faculty Performance Evaluation

Evaluation Components:

Part A: Using current Faculty Work Assignment Sheet and previous faculty evaluation for reference, faculty member completes Part A for each workload component in which they had accomplishments in the past year. These components include teaching, institutional service, research/scholarship, or clinical service. Part A facilitates self-reflection, feedback, and goal setting between the faculty member and academic department chair. Record is maintained by the chair.

Part B: Faculty member and chair identify needs for faculty development and/or faculty resources. Submitted to and maintained by Faculty Affairs.

Part C: Applies only to faculty members with an administrative appointment (associate dean, assistant dean, chair, or director). Completed by faculty member and administrative supervisor. Record is maintained by administrative supervisor.

Part D: Contents submitted in Greenshades, includes evaluation summaries by both chair and administrative supervisor (if applicable). Appropriate sections are completed by the chair and/or administrative supervisor in the respective workload areas and reviewed by the Dean. Submitted to faculty for response. Record is maintained by Human Resources.

Process for Evaluation by Academic Department Chair:

- Faculty member completes and submits Evaluation Part A for each relevant workload area (teaching, research/scholarship, institutional service, and/or clinical service), Evaluation Part B, LEO teaching summary report, and updated CV to their chair.
- The chair reviews the evaluation materials and fills in the chair components of Parts A&B.
- The chair and faculty member meet to discuss the evaluation.
- The chair and faculty member discuss and complete the Faculty Work Assignment Sheet for the next year.
- The chair returns the evaluation Parts A&B with scores and comments to the faculty member.
- If necessary, the faculty member makes modifications to Parts A&B of the evaluation as discussed with the chair, and may provide additional comments on the evaluation.
- Once agreed upon changes are made, the chair provides a copy of parts A&B to the faculty member.
- The chair assures all required documents and compliance trainings have been completed, and if necessary makes plans with the faculty member for completion of any outstanding trainings.
- The chair completes Section 1 (Faculty Service) of the Evaluation Summary (Part D) for submission to the Dean via OneDrive.
- For department chairs, this part of the evaluation is completed between the faculty member and the Dean.

Process for Evaluation by Supervisor for Administrative Positions:

- If the faculty member has an administrative appointment (associate dean, assistant dean, department chair, or director), the faculty member completes Part C with their direct supervisor for their administrative position.
- After discussion of the administrative evaluation, the supervisor provides a copy to the faculty member.
- For director positions, the administrative supervisor completes Section 2 (Administrative Service) of the Evaluation Summary (Part D) for submission to the Dean via OneDrive.

Process for Submission of Evaluation Summary:

If the chair is the faculty member's direct report:

- The chair completes and submits the Evaluation Summary (Part D) in Greenshades.
- If the faculty member holds an administrative position, but still officially reports to the department chair (e.g. director positions), both the chair and administrative supervisor submit electronic copies of appropriate sections of the Evaluation Summary (Part D) to HR. Human Resources transcribes the chair's and Dean's components into the Evaluation Summary (Part D) and submits it in Greenshades.

If the faculty member is the Dean's direct report:

- The chair submits an electronic copy of Section 1 of the evaluation summary (Part D) to HR.
- The Dean submits an electronic copy of Section 2 of the evaluation summary (Part D) to HR.
- Human Resources transcribes the chair's and Dean's components into the Evaluation Summary (Part D) and submits it in Greenshades.

If the faculty member is a department chair:

- All components of the faculty evaluation will be submitted to the Dean for review.
- The Dean will submit the Evaluation Summary (Part D) in Greenshades.

Documentation and Utilization of Evaluations:

- The faculty member responds to the evaluation in writing and submits the evaluation in Greenshades.
- Human Resources receives and utilizes the faculty evaluation form for purposes related to contract renewal and/or bonus allocation.
- After the evaluation is complete, the faculty member submits form B, the next academic year's Faculty Work Assignment Sheet, updated CV, and LEO summary sheet to Faculty Affairs via OneDrive.
- The Assistant Dean of Faculty Affairs reviews the annual evaluations to determine general faculty development needs and other documents will be used to update appointment files.

Considerations:

- Evaluation is conducted based upon expectations as agreed upon by the faculty member and Chair for an appropriate level of accomplishment within the weekly hours listed in the Faculty Work Assignment Sheet.
- When providing a general evaluation for each category, chairs should use the following definitions:

(4) Outstanding	Performance <u>consistently exceeds expectations.</u>
(3) Exceeds Expectations	Performance <u>often exceeds expectations.</u>
(2) Meets Expectations	Performance <u>consistently meets expectations.</u>
(1) Needs Improvement:	Performance <u>sometimes meets expectations.</u>
- Chairs should complete the full evaluation for all faculty in their department with workloads of .5 FTE or higher; for employed faculty under .5 FTE, only the Evaluation Summary (submitted in Greenshades) is required.
- Expectations for job performance are based upon the faculty job description (articulated in the Faculty Handbook), workload time allocations, faculty rank and experience, and any other expectations set and agreed upon between the chair and faculty member in the previous evaluation.
- Hours should only be allocated to the administration category of the Faculty Work Assignment Sheet if the faculty member holds an administrative appointment (associate dean, assistant dean, chair, director).
- Time allocated to course directorship should be included under teaching.
- Institutional service should include only activities in service of BCOM (committee work, interviews, ad-hoc committees, Burrell-sponsored outreach activities, etc.). Other areas of service (academic organizations, editorial boards, etc.) should be attributed to appropriate categories (teaching, research/scholarship, clinical service).
- If a faculty member has 0 hours of effort in a category of the Faculty Work Assignment Sheet, but still has accomplishments in that area, they may fill out part A (e.g. scholarship/research), indicating 0 workload hours.
- If workload category allocations change permanently and significantly during the year, or if there is a contract change, an updated Faculty Work Assignment Sheet should be submitted to Faculty Affairs.
- Any other changes in Faculty Work Assignments that take place between evaluations may be documented by chairs or supervisors by attaching a summary of agreed-upon changes to the previous evaluation form Part A.