

SLA FACULTY ANNUAL REVIEW FORM

NOTE TO CHAIRS: It is the responsibility of SLA Department Chairs and SLA faculty to complete a **FACULTY ANNUAL REVIEW FORM** (i.e., this form), as described below.

Faculty Name: _____ Faculty Rank: _____

Department: _____ Date Submitted: _____

The annual review of SLA faculty members is designed to provide the basis for salary decisions and offer ongoing assessment in a manner that provides all faculty their rights and privileges. All SLA faculty are subject to an annual review. There are at least five features to this review: the CHECKLIST below, the ANNUAL SUMMARY REVIEW FORM below, the faculty member's ANNUAL REPORT, the chair's brief, written comments on the faculty member's performance (to be written on this form; additional pages may be attached), and the faculty member's "projected activities for the next calendar year." When they occur, departmental evaluations of the faculty member (e.g., a review by a department's primary committee) also must be attached to this document. If the above named faculty member is probationary, this should be noted above and the chair's recommendation for reappointment or non-reappointment should be noted below.

The annual review of each faculty member is to be conducted in a timely fashion in accord with departmental bylaws and with a schedule established annually by the Dean. At a minimum, the annual review will be based primarily but not exclusively on the faculty member's ANNUAL REPORT for the calendar year immediately preceding. Additional information for an annual review may be supplied by faculty or requested by a chair, appropriate persons in a department, or the Dean. Although the FACULTY ANNUAL REPORT covers the previous calendar year, the annual review may reflect current spring semester activities. The chair's brief written assessment should be based on the substance of the FACULTY ANNUAL REPORT and any additional information, as noted above. Written assessments by chairs or other parties must be provided to faculty prior to being attached to this document and subsequently forwarded to the Dean (as noted above).

CHECKLIST:

- _____ The faculty member was notified of the annual review in advance and was given an opportunity to provide information for the review (at least two weeks notice).
- _____ The faculty member's ANNUAL REPORT was filed prior to the annual review.
- _____ If the faculty member is probationary, s/he has been provided with written departmental, SLA, and IUPUI policies and procedures regarding annual review, including the role, if any, of the department's primary committee.
- _____ The department's primary committee has been properly constituted in accord with IUPUI, SLA, and departmental procedures.

- _____ To avoid any possible conflict of interest, the review of the faculty member has been conducted without the participation of a spouse or a person with an intimate personal or a substantial financial relationship.
- _____ Consideration of promotion, if appropriate, has been made and the candidate has been advised about the desirability of preparing a dossier for review in the fall.
- _____ The annual review covers teaching, research (or creative work), and service, and it addresses the quality of work in each area as well as quantity.
- _____ The chair's brief, written assessment of the faculty member's teaching, research, and service is attached to this document, as are any other assessments of the faculty member (e.g., by the department's primary committee).
- _____ In the event of an unfavorable review for a probationary faculty member, the faculty member has been given an opportunity (at least two weeks) to respond to the review before this document and its required attachments were forwarded to the Dean.
- _____ For probationary faculty, the process of making a recommendation for reappointment or non-reappointment has been discussed.

PROBATIONARY FACULTY

If the subject of this review is a probationary faculty member, the chair of the faculty member's department should enter the appropriate information below:

I recommend that the above named faculty member be reappointed: _____

I recommend that the above named faculty member not be reappointed: _____

Date of Primary Committee Review: _____

Date of Chair's Review: _____

Date of School Committee Review (when applicable): _____

ANNUAL SUMMARY REVIEW FORM

This form summarizes the evaluation of the teaching, research (or other creative work), and service of faculty members according to the guidelines below. This form must be completed for every faculty member. It should be completed by either the chair (or some other appropriately designated body within the faculty member's department) and the faculty member, and signed by both. In the event of joint appointments across departments, an ANNUAL SUMMARY REVIEW FORM should be completed by the appropriate persons/committees in each department.

Each faculty member's work for the preceding year in each of the areas of research, teaching, and service should be reviewed on the following scale:

- 4 = Significantly exceeds department expectations
- 3 = Exceeds department expectations
- 2 = Meets department expectations
- 1 = Below department expectations
- 0 = Unsatisfactory

Each department shall determine the relative weight that research, teaching, and service count toward the overall evaluation of the faculty member. For some departments, teaching, research, and service may be weighted equally, as in the example that follows. A person who is "very Good" in teaching, clearly "excellent" in research, and "marginal" in service would receive evaluations of Very Good (3), Excellent (4), and Marginal (1). For this person, the Total Evaluation Score is "2.65", which is above the satisfactory level $[(3 \times .33 = 1) + (4 \times .33 = 1.32) + (1 \times .33 = .33) = 2.65]$. Departments may develop alternative methods of weighting teaching, research, and service that reflect variations from the normal teaching load of 6 courses per year. For example, if a faculty member has a reduced course load for research, then teaching may be weighted less and research more. No matter the weighting scheme, the Total Evaluation Score for each faculty member should reflect the five point scale presented above.

Summary of the Evaluation of: _____

Teaching _____ Weight: _____ Score: _____

Research _____ Weight: _____ Score: _____

Service _____ Weight: _____ Score: _____

Total Evaluation Score: _____

CHAIRS COMMENTS:

In the space below, the chair should provide brief written comments on the faculty member's performance for the previous year and, in accord with the campus policy on Faculty and Librarian Review and Enhancement, note whether the overall annual performance has been satisfactory or unsatisfactory with regard to both quality and productivity:

Satisfactory or better; no review anticipated_____

Unsatisfactory; review needed unless significant improvement occurs; discuss with faculty member _____

NOTE 1: In the absence of mitigating circumstances, determination of unsatisfactory performance will involve consideration of total faculty activity in the three areas of teaching, research (or creative activity), and professional and university service including changes in emphases over time. Evaluation will be based on, but not limited to, such factors as: (1) failure to meet classes, to update course content and pedagogy, to receive satisfactory evaluations by peers, students, or others; (2) failure to remain competent in the discipline or to contribute to its knowledge base; and (3) failure to apply disciplinary knowledge and professional expertise to society's needs and the profession (discipline) or to contribute to effective academic citizenship through service on committees and in other activities or through contributions to the overall well being of the school, campus and university.

NOTE 2: Two or more consecutive reports which are unsatisfactory will result in an involuntary review in accord with Annual Enhancement Review Guidelines of the School of Liberal Arts. Faculty can always request a review and seek cooperation in developing an individual enhancement plan.

FACULTY MEMBER'S PROJECTED ACTIVITIES:

In the space below, the faculty member should briefly indicate her/his projected activities for the next calendar year, in the areas of teaching, research, and service:

Teaching:

Research:

Service:

Signature: Faculty Member*

Date

Refused

*This is the Faculty Member's acknowledgment of having received this evaluation and discussed it with the Department Chair, but not necessarily of agreement with the evaluation. Faculty who wish may submit objections (and documentation) to the Department Chair and the Dean. The Faculty Member may refuse to sign this evaluation, which should be noted by the Department Chair.

Signature: Department Chair

Date

Signature: Dean

Date