

DRAFT

Proposal for New Faculty Evaluation Timeline

Faculty Handbook Committee

For Feedback from Department Heads on Friday, February 7, 2025

Background

In March 2023, CADH called for changes to the faculty evaluation timeline such that 1) department heads would only have to conduct one evaluation per year for probationary faculty; 2) the merit evaluation timeline will shift to allow heads more time to complete letters before they need to be loaded into the HR system.

The Faculty Handbook Committee discussed this during the 2023-24 academic year and through Fall 2024 and we are now seeking feedback from department heads. The proposed timeline:

1. Provides for one evaluation letter for each faculty member per year. No letter duplication. This approach assumes an action case (probationary/promotion/tenure) evaluation letter is a higher level of review and suffices for the annual evaluation.
2. Shifts the evaluation period to the calendar year with an optional supplemental submission in January for action cases.
3. Staggers letter writing by DHs to balance workload. Action case letters are written by Feb 1. Annual evaluation letters are written by May 15.
4. Staggers faculty / DH goal-setting meetings. Action case faculty are prioritized in the fall, strengthening mentoring and support. All other faculty are prioritized following the submission of UFAR materials, connecting goal setting with compiling materials and reflection.
5. Reorients the first-year evaluation for probationary faculty members to focus on teaching.

Things to Remember:

1. There are two constraints on the calendar that are beyond our control: BOR approval of promotion / tenure, and HR's deadline to load merit scores in for pay raises.
2. A one-letter system will result in "lag time" for action cases due to the time needed between the submission and review of materials, receipt of letters, and raise on paycheck among PAC, DH, Dean, and Provost and to meet BOR deadline.

Other questions to consider as you review the proposal

1. The FHC has done a lot of work on this proposal to think through ramifications and if we move forward with it there are many more details to work out. Before we embark on that work, we need to know from DHs whether this addresses their workload concerns.
2. What complications do you see in combining probationary and merit evaluation into a single letter? Are you confident that we can distinguish probationary ratings & merit ratings in a way that is clear to faculty members?
3. How would you feel about annual merit pay reviews taking the format of a form/rubric, similar in format to the forms used for merit staff? (With the ability to add comments and/or attach a letter).
4. Do you support streamlining the documentation required in Workday as part of the evaluation system?

DRAFT Timeline by Evaluation Type

(Changes highlights in red)

Faculty & Review Type	<u>ACTION CASES</u> Tenure-Track Probationary YR 1 & 2 Renewable Term & Term Tenured Seeking Promotion, Adjunct, Renewable Term & Term Seeking Promotion Post Tenure: Comprehensive	<u>ANNUAL EVALUATION</u> Tenured Adjunct, Renewable Term & Term Post Tenure: Summary
September	PAC Committee Convenes Fall DH & PAC Teaching Observations Scheduled Sept-Oct: DH & New/Probationary Faculty Goal Setting	
October	October 15: UFAR Materials Due ¹	
November	Oct-Dec 15: PAC Deliberations	
December	December 15: PAC Letters Due	
January	January 1: Supplemental Submission Materials Due (Oct 15-Dec 30)	
February	Feb 1: DH Letters ² Due w/ Merit, Comprehensive Post Tenure, & Continuance outcomes (as applicable) February 15: DH & Faculty Post-Tenure PIP ³ (if needed) SP DH & PAC Teaching Observations Scheduled	Feb 1: UFAR Materials Due ⁴ Feb-May DH & Faculty Annual Goal Setting ⁵
March	March 1: Non-Renewal Notice Due March 1: Dean/Provost Letters Due	March 1: Non-Renewal Notice Due
April	April 30: Request for Promotion & Tenure Due	April 30: Request for Promotion Due
May	May 15: Merit Due to Provost	May 15: DH Annual Letters w/ Merit Due and Summary Post Tenure Outcomes to Provost (as applicable)
June		June 25: Dissemination of Annual DH Letter

¹ First year faculty submit only teaching/librarianship and review reflects this emphasis.

² DH letters for action cases serve as annual evaluation Benefit: DHs writing only one letter per faculty.

³ Post Tenure PIP begin immediately with evaluation cycle. Benefit: More meaningful and immediate.

⁴ U-FAR Materials for annual review submitted earlier to allow additional time for DH to write letters

⁵ Annual goal setting follow UFAR materials and coincides with DH writing letters. Benefit: More meaningful and immediate.

DRAFT Timeline by Role & Responsibilities (Who is doing what? When? Color-coded by Action or Annual)

Month	PAC	Faculty	Department Head	Dean & Provost
September	PAC Committee Convenes Fall DH & PAC Teaching Observations Scheduled		Fall DH & PAC Teaching Observations Scheduled Sept-Oct: DH & New/Probationary Faculty Goal Setting (Action)	
October		Oct 15: Materials Due (Action)		
November	Oct-Dec 15: PAC Deliberations (Action)			
December	December 15: PAC Letters Due (Action)			
January		January 1: Supplemental Submission Materials Due (Action, Oct 15-Dec 30)		
February	SP DH & PAC Teaching Observations Scheduled	Feb 1: UFAR Materials Due ⁶ (Annual) Feb-May DH & Faculty Annual Goal Setting ⁷ (Annual)	Feb 1: DH Letters ⁸ Due w/ Merit and Comprehensive Post Tenure outcomes (as applicable) February 15: DH & Faculty Post-Tenure PIP ⁹ (if needed) Feb-May DH & Faculty Annual Goal Setting ¹⁰ (Annual) SP DH & PAC Teaching Observations Scheduled	
March			March 1: Nonrenewal Notice Due	March 1: Dean/Provost Letters Due

⁶ U-FAR Materials for annual review submitted earlier to allow additional time for DH to write letters

⁷ Annual goal setting follow UFAR materials and coincides with DH writing letters. Benefit: More meaningful and immediate.

⁸ DH letters for action cases will suffice for annual evaluation under the premise the action case evaluation is more extensive than an annual evaluation. Benefit: DHs writing only one letter per faculty.

⁹ Post Tenure PIP begin immediately with evaluation cycle. Benefit: More meaningful and immediate.

¹⁰ Annual goal setting follow UFAR materials and coincides with DH writing letters. Benefit: More meaningful and immediate.

April		April 30: Request for Promotion & Tenure Due		
May			May 15: DH Annual Letters w/ Merit Due and Summary Post Tenure Outcomes to Provost (as applicable)	
June			June 25: DH Annual Letters Disemniated	

	Action Cases			Annual Evaluation	
Review Type	Tenure & Promotion	Yearly Retention & Continuance	Post Tenure: Triggered	Annual	Post Tenure: Summary
Faculty Audience	Probationary Faculty	RT Yrs 1 & 2 Term Yrs 1 & 2	Tenured Faculty	All Faculty	Tenured Faculty
Evaluator	PAC Department Head Dean Provost	PAC Department Head Dean	PAC Department Head Dean	Department Head	Department Head
Documents & Evidence	U-FAR Materials	U-FAR Materials	U-FAR Materials	U-FAR Materials	U-FAR Materials
Outcome	Promotion Tenure Promotion Raise (if applicable)	Retention	Performance Improvement Plan (if applicable)	Merit Money	One-time Money(if Full Professor)
Nonnegotiable Dates	BOR Deadline: March 1	Non Renewal Notice Date: March 1		Merit Due Date: May	