



Guidelines for Faculty Evaluations

Revised September 2022

Table of Contents

Evaluation Checklist, Action Steps, and Outcomes:.....	3
Materials and Methods for Measuring Faculty Performance in Teaching, Scholarship and Service	4
I. university-Faculty Activity Reporting (u-FAR): A compilation of materials used for annual review .	4
i. Annual Goals & Reflection – Faculty submit Jotform by September 30 and April 15 each year and office staff uploads to Sharepoint	4
II. Teaching Evaluations:	4
III. Scholarship Evaluation	4
IV. Service Evaluation:	5
V. Faculty Evaluation File Materials Submission Deadlines:	5
VI. Third-Year Review for Probationary Faculty	5
VII. Faculty Narrative for Promotion/Tenure Cases or Probationary Third-Year Reviews	5
VIII. PAC Meetings with Probationary Faculty and/or Tenured Faculty (action cases):	5
IX. Eligibility for Promotion and/or Tenure	5
X. Time in Rank	5
XI. Years Credit	5
XII. Review Outcomes:	5
II. Post-Tenure Review	6
Temporary Appointments	7
Renewable Term Appointments [Section 2.5, Table 3.1h]	7
Term Appointments (1-4 years) [Section 2.3, Table 3.1h]	7
Temporary (Adjunct) Appointments [Section 2.2, Table 3.1h]	7
Annual Review (Merit) Process for Faculty Members.....	9
Evaluation Letter Templates	11
Probationary (Tenure-Track) Faculty Evaluation Template Letter (January)	11
Promotion & Tenure Evaluation Template Letter	13
Promotion Evaluation Template Letter	15
Renewable Term Instructors Evaluation Letter	17
Adjunct (50% or more) Instructor Evaluation Template Letter	19
Faculty Annual Review (MERIT) Template Letter (Spring Semester)	21
Non-Standard Teaching Application Form	25

Evaluation Checklist, Action Steps, and Outcomes:

A resource for faculty members, Professional Assessment Committee (PAC) Members and Administrators

Helpful Links:

- [Section 3.12 Calendar](#)
- [Appendix D: Legacy Status and New Department Standards plan for Probationary Faculty; Post-Tenure Review and Promotion for Adjunct \(50% or more appointments\) and renewable term faculty.](#)

University Guiding Standards provide broad, guiding standards to departments for evaluating faculty performance annually and cumulatively for promotion, tenure, or post-tenure review. The Departmental Standards and Criteria Document should specify criteria for faculty performance regarding particular operationalization of the University Guiding Standards, including expected products/contributions/measures of productivity, their extent (e.g., how many), their frequency, and other important dimensions, for annual review, tenure and/or promotion, and post-tenure review. The Departmental Standards and Criteria for Faculty Evaluation must be consistent with the University Guiding Standards and methods for measuring as documented in Chapter 3 of the Faculty Handbook. [Section 3.11](#)

Department heads shall evaluate annually the teaching, scholarship, and service of all probationary (fall and spring), tenured (spring; or fall and spring for action cases), term (spring), and renewable term faculty (fall and spring), according to their designated workload or contract. Department heads shall review adjunct instructors with an appointment of 50% or more during the first year and every sixth semester thereafter, or sooner if the faculty member's performance is found to "need improvement." Department heads may review adjunct Instructors with appointments below 50% at their discretion. Adjunct faculty members may request an Annual Review by the department head at other times. [Subdivision 3.13b](#)

Professional Assessment Committees (PACs) shall provide comprehensive, multi-year reviews for all tenure and/or promotion cases of probationary, adjunct (with 50% or more appointments), or renewable term faculty members.

Additionally, PACs shall evaluate the performance of all probationary faculty yearly. PACs also provide comprehensive, multi-year reviews of probationary faculty in year three.

PACs also shall review adjunct instructors of any rank or appointment at the faculty member's request, or at the discretion of the PAC as documented in the Professional Assessment Committee Procedures Document.

PACs also shall evaluate the performance of all renewable term Instructors (not promoted to Associate) yearly in their first six years. PACs provide comprehensive, multi-year reviews of renewable term instructors in years two and six. Thereafter, the PAC will only review the renewable term faculty member in the year following a "needs improvement" rating in any area, or when the faculty member is seeking promotion. Additionally, evaluations may occur at the request of the faculty member or at the discretion of the PAC, as documented in the Professional Assessment Committee Procedures Document. [Subdivision 3.14b](#)

Materials and Methods for Measuring Faculty Performance in Teaching, Scholarship and Service

- I. **university-Faculty Activity Reporting (u-FAR):** A compilation of materials used for annual review
 - i. Annual Goals & Reflection – Faculty submit Jotform by September 30 and April 15 each year and office staff uploads to Sharepoint [\[Subdivision 3.5b\]](#)
 - ii. Updated Curriculum Vitae – faculty upload to Sharepoint – [\[Subdivision 3.8a\]](#)
 - iii. Teaching Philosophy – update/modify as needed (faculty upload into Sharepoint) [\[Subdivision 3.5e\]](#)
 - iv. Syllabi – faculty submit to office staff at the beginning of each semester for uploading into Sharepoint– [\[Subdivision 3.5f\]](#)
 - v. Student Assessments – office staff upload into Sharepoint [\[Subdivision 3.5d\]](#)
 - vi. Artifacts, Evidence, or Materials – faculty upload into Sharepoint [\[Sections 3.5, 3.7, and 3.8\]](#)

- II. **Teaching Evaluations:** [\[Section 3.5\]](#)

Teaching is documented through multiple methods for a comprehensive representation of a faculty member’s teaching performance. Review the list below for the **required** elements:

 - Observation Feedback (if applicable) [\[Subdivision 3.5c\]](#)
 - i. Department Heads and PACs (according to their PAC Procedures) shall conduct annual teaching observations of probationary and renewable term faculty, and for action cases (e.g., when faculty members are applying for tenure and/or promotion or undergoing comprehensive post-tenure review).
 - ii. Results must be summarized in the annual Department Head review and PAC review letters.

- III. **Scholarship Evaluation:** [\[Section 3.7\]](#)

Scholarship is reviewed for its quality and meaningful impact. Scholarship effectiveness will be evaluated and documented through multiple methods in order to provide a comprehensive representation of a faculty member’s overall scholarship performance. Review the list below for the **required** elements:

 - Review additional items documented in the Departmental Standards & Criteria
 - Utilize peer review requirements in Faculty Handbook [Subdivisions 3.7c](#) and [3.7d](#), and any present in the Departmental Standards & Criteria Document. Colleges or departments may require peer review of a faculty member’s entire Scholarship portfolio for the purposes of tenure or promotion

IV. **Service Evaluation:** [\[Section 3.8\]](#)

Service effectiveness is documented through multiple methods in order to provide a comprehensive representation of a faculty member's contributions or accomplishments. Review the list below for the **required** elements:

- Additional required and optional evidence documented in the Departmental Standards and Criteria document, for assessing the quality or meaningful impact of service activity

V. **Faculty Evaluation File Materials Submission Deadlines:** [\[Section 3.12\]](#)

VI. **Third-Year Review for Probationary Faculty** [\[Subdivision 3.13i\]](#)

VII. **Faculty Narrative for Promotion/Tenure Cases or Probationary Third-Year Reviews** [\[Section 3.10\]](#)

VIII. **PAC Meetings with Probationary Faculty and/or Tenured Faculty (action cases):** [\[Subdivision 3.14l\]](#)

IX. **Eligibility for Promotion and/or Tenure** [\[Subdivision 3.15a\]](#); **Deadlines for Applying** [\[Subdivision 3.15c\]](#); **and Early Tenure Promotion Provisions** [\[Paragraph 3.15a.2\]](#):

X. **Time in Rank** [\[Paragraph 3.15a.1\]](#)

XI. **Years Credit** [\[Paragraph 3.15a.3\]](#)

XII. **Review Outcomes:**

- [Probationary Evaluation Reviews \(CP, CPD, or T\) \[Subdivision 3.13h\]](#)
 - **CP** = Continued Probation
Meets Expectations or Exceeds Expectations in each area of job performance (teaching, scholarship, service) required by portfolio and rank.
 - **CPD** = Continued Probation with Difficulties
Needs Improvement in one or more of the areas (Teaching, Scholarship, Service) under review.
 - **PAT** = Probationary Appointment Terminated
Seriously deficient performance is sufficient cause for a recommendation to terminate a faculty member's probationary appointment.
- [Renewable Term Faculty Evaluation Reviews \(R, RD, or T\) \[Subdivision 3.13h\]](#)
 - **R** = Retention
Meets Expectations or Exceeds Expectations in each area of job performance (teaching, scholarship, service) required by portfolio and rank.
 - **RD** = Retention with Difficulties
Needs Improvement in one or more of the areas (Teaching, Scholarship, Service) under review.

- T = Termination

Seriously deficient performance is sufficient cause for a recommendation to terminate a faculty member's renewable term appointment.

- [Evaluation Outcomes for Promotion and/or Tenure Cases \[Subdivision 3.14i\]](#)

For promotion and/or tenure cases, Professional Assessment Committees (PACs), department heads, deans, and Provost shall recommend (as applicable):

- P = Promotion
- PD = Promotion Denied
- T = Tenure
- TD = Tenure Denied

II. [Post-Tenure Review \[Section 3.16\]](#)

Two Post-Tenure Review Types:

1. Summary Review [\[Subdivision 3.16e\]](#)
2. Comprehensive Review [\[Subdivision 3.16f\]](#)

Temporary Appointments

Renewable Term Appointments [[Section 2.5](#), [Table 3.1h](#)]

Renewable term faculty hold faculty positions through which they contribute to the service or teaching missions of the University and hold the rank of Instructor, Associate Instructor, or Senior Instructor. Renewable term faculty are not eligible for tenure.

Initial appointment is for a minimum of two years. The initial appointment will be made on the basis of a department/school search process consistent with searches for tenure track positions. The first two years of service are considered “probationary.” Thereafter, reappointment will be for two years at a time, following assessment and evaluation procedures outlined in Chapter 3 of the Faculty Handbook, that conclude with a satisfactory performance evaluation by the PAC and University Administration.

The standard expectation for a renewable term faculty is that teaching is the predominant activity. The position does not have a research component or expectation of research accomplishment, although those activities may be present in some cases.

A renewable term appointment can be terminated at the end of any term, provided that written notice has been given by the University by March 1. In the event that a renewable term faculty member has been employed for more than two years in such appointment, upon notice of non-renewal, shall be entitled to remain employed for one additional academic year.

Term Appointments (1-4 years) [[Section 2.3](#), [Table 3.1h](#)]

Annual Reviews only according to appointment length.

Temporary (Adjunct) Appointments [[Section 2.2](#), [Table 3.1h](#)]

A temporary (adjunct) appointment runs for a precisely stipulated short term, usually one year or less. It terminates automatically at the expiration of the stipulated term. It carries no implications of renewal or continuation beyond the stipulated term. Adjuncts hold the rank of Adjunct Instructor, Associate Adjunct Instructor or Senior Adjunct Instructor

Adjuncts do not do service outside of that specified in their offer letter.

Annual Review (Merit) Process for Faculty Members

(probationary, tenured, term [1-4] and renewable term – all ranks)

Annual review provides an annual assessment of faculty performance, feedback for faculty reflection, an opportunity for faculty to access professional development resources, and the allocation of merit pay. Annual reviews are also used for continuation, promotion, tenure, and post-tenure review purposes. [\[Subdivision 3.13a\]](#)

Standards and Criteria for Annual Review

University Guiding Standards are found in [Section 3.11](#) of the Faculty Handbook. Specific criteria for annual review are documented in the Departmental Standards and Criteria Document.

Annual Meeting with the Department Head and PAC

- During the fall semester, the department head shall have individual meetings with all faculty members. The purpose of each meeting is developmental and formative. The discussion should review progress on the faculty member's previous year's goals and discuss future short-term and long-term goals. Department heads and probationary faculty may also meet a second time during the spring semester.
- Faculty Submission Deadline: **April 15** for materials for the Annual Review and u-FAR, uploaded to the Self-Managed folder in Sharepoint. All faculty [temporary (adjunct 50% or more), term (1-4), renewable term, probationary, and tenured faculty] report on the previous year's activities/accomplishments from April 1 of the previous year through March 31 of the current year. All submitted materials remain in the Faculty Evaluation File. [\[Section 3.12\]](#)
- Department Head Annual Review Letter Deadline: **June 25** [\[Section 3.12\]](#)

Merit Scoring Formula: Recognizing Faculty Accomplishments

<u>Portfolio Percentage*</u>		<u>Merit Ratings**</u>		<u>Sub-total</u>
_____ % Teaching	x	_____ Teaching Merit Rating (0-4)	=	_____
_____ % Scholarship	x	_____ Scholarship Merit Rating (0-4)	=	_____
_____ % Service	x	_____ Service Merit Rating (0-4)	=	_____
Faculty Member Merit Score ***Total =				_____

***Portfolio Percentages of Assignment** (see Faculty Handbook, [Chapter 4](#)).

Standard Portfolio: 60% teaching, 25% scholarship, and 15% service

Extended Teaching Portfolio: 80% teaching, 5% scholarship, and 15% service

Term Portfolio: 80% teaching and 20% service (can be split between service and scholarship)

****Merit Formula** (see Faculty Handbook, [Chapter 3](#))

Exceeds Expectations = 4

Meets Expectations = 1, 2, or 3

Needs Improvement = 0

***Only faculty who receive a 1 or above in each area (teaching, scholarship, and service as applicable) will receive merit pay in a given year. Faculty members who receive a 0 in any area will receive an overall 0 for their Faculty Member Merit Score and are therefore ineligible for merit.

Faculty shall complete their **Annual Goals and Reflection** to Meet Expectations or Exceed Expectations in Teaching.

Evaluation Letter Templates

Probationary (Tenure-Track) Faculty Evaluation Template Letter (January)

(see Promotion and Tenure (P & T) template letter for use in year 6)

February XX, 20XX

Faculty Member:
Department:
University of Northern Iowa

Dear:

Pursuant to Chapter Three of the Faculty Handbook, I am writing to provide you this evaluation of your professional activity, which includes an assessment of your teaching, scholarship, and service accomplishments for the Fall semester. Additionally, I have provided a brief cumulative summary of your strengths of performance and any recommendations for improvement for your entire probationary period leading to a tenure and promotion bid. I have utilized the report of the department's Professional Assessment Committee (PAC) and my own assessments of your portfolio of work during the current academic year. The cumulative summary will be more extensive during Third Year and Promotion and Tenure Reviews. This letter is being sent to the dean and placed in your evaluation file.

Employment began: Fall, XXXX
Current Rank:
Candidate for XXX-year probation
Years Credit: X (documented in letter of offer or MOU):

DEPARTMENT HEAD'S EVALUATION

Teaching

_____ Meets Expectations
_____ Exceeds Expectations
_____ Needs Improvement

Your teaching assignment for the fall semester 20XX included the following courses:

Report on the comprehensive representation of a faculty member's teaching performance utilizing multiple materials and methods

Utilize: University Guiding Standards, Departmental Standards and Criteria Document, Observation(s) of teaching, most recent u-FAR documentation (including Annual Goals and Reflection, updated vita, new student assessment results and previous reflection, Syllabi, Teaching Artifacts), Professional Development Activities, previous evaluation letters for cumulative summary, other materials submitted to the Faculty Evaluation File, etc.

Scholarship (remove if not required for Renewable Term faculty)

- Meets Expectations
- Exceeds Expectations
- Needs Improvement

Report on the quality and meaningful impact of scholarly accomplishments.

Include a bibliographic listing (as appropriate) or summarize credited scholarly work for the previous Summer or current Fall semester (or a cumulative listing or summary during Third Year Review).

Utilize: University Guiding Standards, Departmental Standards and Criteria Document, materials submitted to the Faculty Evaluation File (Artifacts, Evidence, Peer Review, previous evaluation letters for cumulative summary, etc.), most recent u-FAR materials (Annual Goals & Reflection, Updated Vita), etc.

Service

- Meets Expectations
- Exceeds Expectations
- Needs Improvement

Report on Faculty member's contributions or accomplishments, include faculty member's role (including any leadership role), level of participation, and meaningful contributions.

Utilize: University Guiding Standards, Departmental Standards and Criteria Document, materials submitted to the Faculty Evaluation File (previous evaluation letters for cumulative summary, etc.), most recent u-FAR materials (Updated Vita, Annual Goals & Reflection), etc.

Summary

Brief Summary of Fall semester: strengths of faculty performance and any recommendations for improvement.

Brief Cumulative Summary: strengths of faculty performance and any recommendations for improvement for the entirety of the probationary period.

Third-Year Review: comprehensive review of performance to date in order to assess cumulative accomplishments according to the departmental standards and criteria. Review of faculty member's required Faculty Narrative.

DEPARTMENT HEAD'S RECOMMENDATION

- Continued Probation (CP) – meets or exceeds in each area under review
- Continued Probation with Difficulties (CPD) – needs improvement in one or more areas under review
- Probationary Appointment Terminated (PAT) – seriously deficient performance

Thank you for your contributions.

Sincerely,
Department Head

Promotion & Tenure Evaluation Template Letter

(Probationary faculty members --includes an assistant professor applying for the rank of Associate Professor;
or an Associate Professor applying for tenure only)

February XX, 20XX

Faculty Member:
Department:
University of Northern Iowa

Dear:

Pursuant to Chapter Three of the Faculty Handbook, I am writing to provide you this evaluation of your professional activity, which includes an assessment of your teaching, scholarship, and service accomplishments during your entire probationary period. I have utilized the report of the department's Professional Assessment Committee (PAC) and my own assessments of your portfolio of work during the time period associated with this review. This comprehensive evaluation includes a cumulative summary of your strengths of performance and any deficiencies noted during the time period leading up to this tenure and promotion (*or tenure only*) bid. This letter is being sent to the dean and placed in your evaluation file.

Employment began:
Current Rank:
Year of last promotion (if applicable):
Years Credit: X (documented in letter of offer or Memorandum of Understanding (MOU):

DEPARTMENT HEAD'S EVALUATION

Teaching (cumulative)

_____ Meets Expectations
_____ Exceeds Expectations
_____ Needs Improvement

During your probationary period, you have taught the following courses:

Cumulatively report on the comprehensive representation of a faculty member's teaching performance utilizing multiple materials and methods. Only after an affirmative judgment as to documented teaching effectiveness has been made can serious consideration be given to an evaluation of scholarship and service.

Utilize: University Guiding Standards, Departmental Standards and Criteria Document, Observation(s) of teaching, most recent u-FAR documentation (including Annual Goals and Reflection, updated vita, new student assessment results and previous reflection, Syllabi, Teaching Artifacts), Professional Development Activities, previous evaluation letters for cumulative summary, other materials submitted to the Faculty Evaluation File, etc.

Scholarship (cumulative)

- Meets Expectations
- Exceeds Expectations
- Needs Improvement

Cumulatively report on the quality and meaningful impact of scholarly accomplishments. Include a review of the bibliographic listing (as appropriate) or summarize credited scholarly work or accomplishments for the entire period under review.

Utilize: University Guiding Standards, Departmental Standards and Criteria Document, materials submitted to the Faculty Evaluation File (Artifacts, Evidence, Peer Review, previous evaluation letters for cumulative summary, etc.), most recent u-FAR materials (Annual Goals & Reflection, Updated Vita), etc.

Service (cumulative)

- Meets Expectations
- Exceeds Expectations
- Needs Improvement

Cumulatively report on faculty member's contributions or accomplishments, include faculty member's role (including any leadership role), level of participation, and meaningful contributions. Provide a listing of credit service activities broken out by area (Profession, University, College, Department).

Utilize: University Guiding Standards, Departmental Standards and Criteria Document, materials submitted to the Faculty Evaluation File (previous evaluation letters for cumulative summary, etc.), most recent u-FAR materials (Updated Vita, Annual Goals & Reflection), etc.

Summary

Include a comprehensive review of performance during the entire probationary period in order to assess cumulative accomplishments according to the departmental standards and criteria. Review faculty member's required Faculty Narrative.

DEPARTMENT HEAD'S RECOMMENDATION

- Promotion (P)
- Promotion Denied (PD)
- Tenure (T)
- Tenure Denied (TD)

Thank you for your contributions.

Sincerely,
Department Head

Promotion Evaluation Template Letter

(Tenured Associate Professor applying for Full Professor)

February XX, 20XX

Faculty Member:
Department:
University of Northern Iowa

Dear:

Pursuant to Chapter Three of the Faculty Handbook, I am writing to provide you this evaluation of your professional activity, which includes an assessment of your teaching, scholarship, and service accomplishments since your last promotion. This letter is written for purposes of reporting the results of your accomplishments in teaching, scholarship, and service. I have utilized the report of the department's Professional Assessment Committee (PAC) and my own assessments of your portfolio of work during the time period associated with this review. This comprehensive evaluation includes a cumulative summary of your strengths of performance and any recommendations for improvement during the time period leading up to your promotion bid. Consideration for promotion to Professor takes the place of post-tenure review. This letter is being sent to the dean and placed in your evaluation file.

Employment began:
Current Rank:
Year of last promotion:
Year of Tenure:
Years Credit: X (documented in letter of offer or Memorandum of Understanding (MOU):

DEPARTMENT HEAD'S EVALUATION

Teaching (cumulative)

- Meets Expectations**
- Exceeds Expectations**
- Needs Improvement**

Since your last promotion, you have taught the following courses:

Cumulatively report on the comprehensive representation of a faculty member's teaching performance utilizing multiple materials and methods. Only after an affirmative judgment as to documented teaching effectiveness has been made can serious consideration be given to an evaluation of scholarship and service.

Utilize: University Guiding Standards, Departmental Standards and Criteria Document, Observation(s) of teaching, most recent u-FAR documentation (including Annual Goals and Reflection, updated vita, new student assessment results and previous reflection, Syllabi, Teaching Artifacts), Professional Development Activities, previous evaluation letters for cumulative summary, other materials submitted to Sharepoint, etc.

Scholarship (cumulative)

- Meets Expectations
- Exceeds Expectations
- Needs Improvement

Cumulatively report on the quality and meaningful impact of scholarly accomplishments

Utilize: University Guiding Standards, Departmental Standards and Criteria Document, materials submitted to the Faculty Evaluation File (Artifacts, Evidence, Peer Review, previous evaluation letters for cumulative summary, etc.), most recent u-FAR materials (Annual Goals & Reflection, Updated Vita), etc.

Service (cumulative)

- Meets Expectations
- Exceeds Expectations
- Needs Improvement

Cumulatively report on faculty member's contributions or accomplishments, include faculty member's role (including any leadership role), level of participation, and meaningful contributions. Provide a listing of credit service activities broken out by area (Profession, University, College, Department).

Utilize: University Guiding Standards, Departmental Standards and Criteria Document, materials submitted to the Faculty Evaluation File (previous evaluation letters for cumulative summary, etc.), most recent u-FAR materials (Updated Vita, Annual Goals & Reflection), etc.

Summary

Include a comprehensive review of performance from last promotion to date in order to assess cumulative accomplishments according to the departmental standards and criteria. Review faculty member's required Faculty Narrative.

DEPARTMENT HEAD'S RECOMMENDATION

- Promotion (P)
- Promotion Denied (PD)
- Tenure (T)
- Tenure Denied (TD)

Thank you for your contributions.

Sincerely,
Department Head

Renewable Term Instructors Evaluation Letter

(Probationary status – years 1 and 2; and beyond for reappointment, or applying for promotion)

February XX, 20XX

Faculty Member:

Department:

University of Northern Iowa

Dear:

Pursuant to Chapter Three of the Faculty Handbook, I am writing to provide you this evaluation of your professional activity, which includes an assessment of your teaching and service accomplishments during your two-year probationary period or annually thereafter, as applicable. The standard expectation for your work is that teaching is the predominant activity, although scholarship activities may be present. I have utilized the report of the department's Professional Assessment Committee (PAC) and my own assessments of your portfolio of work during the time period associated with this review.

This comprehensive evaluation includes a cumulative summary of your strengths of performance and any deficiencies noted during your two-year probationary period. Thereafter, reappointment will be for one year at a time, following assessment and evaluation procedures outlined in Chapter 3 of the Faculty Handbook, that conclude with a satisfactory performance evaluation by the PAC and University administration. This letter is being sent to the dean and placed in your evaluation file.

(OR) – in year 3 and beyond

This comprehensive evaluation includes a cumulative summary of your strengths of performance and any deficiencies noted during this review period. Your reappointment will be for one year at a time, following assessment and evaluation procedures outlined in Chapter 3 of the Faculty Handbook, that conclude with a satisfactory performance evaluation by the PAC and University administration. This letter is being sent to the dean and placed in your evaluation file.

Employment began:

Current Rank:

Year of last promotion (if applicable):

DEPARTMENT HEAD'S EVALUATION

Teaching

_____ **Meets Expectations**

_____ **Exceeds Expectations**

_____ **Needs Improvement**

Your teaching assignment for the Fall semester (or cumulatively during the 2-year probationary period) included:

Cumulatively report on the comprehensive representation of a faculty member's teaching performance utilizing multiple materials and methods.

Utilize: University Guiding Standards, Departmental Standards and Criteria Document, Observation(s) of teaching, most recent u-FAR documentation (including Annual Goals and Reflection, updated vita, new student assessment results and previous reflection, Syllabi, Teaching Artifacts), Professional Development Activities, previous evaluation letters for cumulative summary, other materials submitted to Sharepoint, etc.

Scholarship (if present in portfolio)

- Meets Expectations**
- Exceeds Expectations**
- Needs Improvement**

Report on the quality and meaningful impact of scholarly accomplishments

Utilize: University Guiding Standards, Departmental Standards and Criteria Document, materials submitted to the Faculty Evaluation File (Artifacts, Evidence, Peer Review, previous evaluation letters for cumulative summary, etc.), most recent u-FAR materials (Annual Goals & Reflection, Updated Vita), etc.

Service (cumulative)

- Meets Expectations**
- Exceeds Expectations**
- Needs Improvement**

Report on Faculty member's contributions or accomplishments, include faculty member's role (including any leadership role), level of participation, and meaningful contributions.

Utilize: University Guiding Standards, Departmental Standards and Criteria Document, materials submitted to the Faculty Evaluation File (previous evaluation letters for cumulative summary, etc.), most recent u-FAR materials (Updated Vita, Annual Goals & Reflection), etc.

Summary

Include a comprehensive review of performance during the two-year probationary period (or annually beyond) in order to assess cumulative accomplishments according to the departmental standards and criteria.

DEPARTMENT HEAD'S RECOMMENDATION (see below if application is applying for promotion)

- Retention (R) – meets or exceeds in each area under review**
- Retention with Difficulties (RD) – needs improvement in one or more areas under review**
- Termination (T) – seriously deficient performance**

DEPARTMENT HEAD'S RECOMMENDATION (use only when applicant applies for promotion according to Chapter 3 provisions)

- Promotion (P)**
- Promotion Denied (PD)**

Thank you for your contributions.

Sincerely,
Department Head

Adjunct (50% or more) Instructor Evaluation Template Letter

Utilize during the 1st year and every 6th semester, or when applying for promotion.

Use for appointments below 50% at department heads discretion.

Review materials submission: u-FAR materials and other materials submitted in SharePoint

February XX, 20XX or

June XX, 20XX

Faculty Member:

Department:

University of Northern Iowa

Dear:

Pursuant to Chapter Three of the Faculty Handbook, I am writing to provide you this evaluation of your professional activity, which includes an assessment of your teaching. The standard expectation for your work is that teaching is the predominant activity. If seeking promotion, I have utilized the report of the department's Professional Assessment Committee (PAC). This evaluation letter includes my own assessments of your portfolio of work during the time period associated with this review.

This comprehensive evaluation includes a cumulative summary of your strengths of teaching performance and any deficiencies noted during your first year and every sixth semester, or when applying for promotion. This letter is being sent to the dean and placed in your evaluation file.

Employment began:

Number of semesters completed at 50% or more (include current semester):

Current Rank:

Year of last promotion (if applicable):

DEPARTMENT HEAD'S EVALUATION

Teaching

_____ Meets Expectations

_____ Exceeds Expectations

_____ Needs Improvement

Your teaching assignment for the Fall semester (or cumulatively during the 6th semester or beyond period) included:

Cumulatively report on the comprehensive representation of a faculty member's teaching performance utilizing multiple materials and methods.

Utilize: University Guiding Standards, Departmental Standards and Criteria Document, Observation(s) of teaching, most recent u-FAR documentation (including Annual Goals and Reflection, updated vita, new student assessment results and previous reflection, Syllabi, Teaching Artifacts), Professional Development Activities, previous evaluation letters for cumulative summary, other materials submitted to Sharepoint, etc.

Summary

Include a comprehensive review of performance during the first year or every 6th semester taught beyond in order to assess cumulative accomplishments according to the departmental standards and criteria.

DEPARTMENT HEAD'S RECOMMENDATION (use only when applicant applies for promotion according to Chapter 3 provisions)

_____ Promotion (P)

_____ Promotion Denied (PD)

Thank you for your contributions.

Sincerely,
Department Head

Faculty Annual Review (MERIT) Template Letter (Spring Semester)

June XX, 20XX

Faculty Member:
Department:
University of Northern Iowa

Employment began: Fall, XXXX
Current Rank:

Dear:

The Annual Review process provides faculty members an annual assessment of faculty performance, feedback for faculty reflection, an opportunity for faculty to access professional development resources, and the allocation of merit pay. Annual reviews are also used for continuation, promotion, tenure, and post-tenure review purposes.

Pursuant to Chapter Three of the Faculty Handbook, I am writing to provide you this Annual Review of your professional activity, which includes an assessment of your teaching, scholarship, and service accomplishments from April 1 of the previous academic year through March 31 of the current academic year. Specific criteria for the Annual Review are documented in the University Guiding Standards in the Faculty Handbook and in the Departmental Standards and Criteria Document.

According to the Faculty Handbook, a rating is assigned of (a) Meets Expectations, (b) Exceeds Expectations, or (c) Needs Improvement for each area of performance (teaching, scholarship, service) according to the criteria by portfolio and rank.

Additionally, you are assigned full points up to a maximum of 4 points for each area (teaching, scholarship, service) of performance. Then, the individual rating assigned to each area is multiplied by the percentage of your official portfolio assignment (e.g. Standard Portfolio for all faculty is 60% teaching, 25% scholarship, and 15% service). Finally, the rating x (times) portfolio percentage scores attained for each area are totaled to determine your overall Merit Score. Faculty who receive a 1 or above in each performance area receive merit pay in a given year. Faculty members who receive a 0 in any performance area will receive an overall 0 for their Faculty Member Merit Score and are therefore ineligible for merit.

A copy of this letter is being sent to the dean and placed in your evaluation file.

(over)

DEPARTMENT HEAD'S EVALUATION

Teaching (required)

<input type="checkbox"/> Meets Expectations	Rating (1, 2, or 3)
<input type="checkbox"/> Exceeds Expectations	Rating (4)
<input type="checkbox"/> Needs Improvement	Rating (0)

Report on the comprehensive representation of a faculty member's teaching performance utilizing multiple materials and methods from April 1 of the previous academic year through March 31 of the current academic year.

Utilize: University Guiding Standards, Departmental Standards and Criteria Document, Observation(s) of teaching, most recent u-FAR documentation (including Annual Goals and Reflection, updated vita, new student assessment results and previous reflection, Syllabi, Teaching Artifacts), Professional Development Activities, previous evaluation letters for cumulative summary, other materials submitted to Sharepoint, etc.

Scholarship (required) (remove if not required for Term or Renewable Term faculty)

_____ Meets Expectations Rating (1, 2, or 3)
_____ Exceeds Expectations Rating (4)
_____ Needs Improvement Rating (0)

Report on the qualitative and quantitative, as well as meaningful impact, of scholarly accomplishments Include a bibliographic listing (as appropriate) or summarize credited scholarly work for the period of accomplishments from April 1 of the previous academic year through March 31 of the current academic year.

Utilize: University Guiding Standards, Departmental Standards and Criteria Document, materials submitted to the Faculty Evaluation File (Artifacts, Evidence, Peer Review, previous evaluation letters for cumulative summary, etc.), most recent u-FAR materials (Annual Goals & Reflection, Updated Vita), etc.

Service (required)

_____ Meets Expectations Rating (1, 2, or 3)
_____ Exceeds Expectations Rating (4)
_____ Needs Improvement Rating (0)

Report on Faculty member's quality and quantity of contributions or accomplishments, include faculty member's role (including any leadership role), level of participation, and meaningful contributions.

Utilize: University Guiding Standards, Departmental Standards and Criteria Document, materials submitted to the Faculty Evaluation File (previous evaluation letters for cumulative summary, etc.), most recent u-FAR materials (Updated Vita, Annual Goals & Reflection), etc.

Summary

Brief Annual Review Summary: strengths of faculty performance and any recommendations for improvement.

[For Post-Tenure Review only] BEGINNING FALL 2023

Post-Tenure "Summary Review" Cumulative Report

Summarize reports of Annual Reviews over the Post-Tenure Review period (currently since 2019-2020) and provide an overall (cumulative) rating of Meets or Exceeds Expectations in each area.

Summary:

Teaching (during Post-Tenure Review period)

_____ Meets Expectations

_____ Exceeds Expectations

Scholarship (during Post-Tenure Review period)

_____ Meets Expectations

_____ Exceeds Expectations

Service (during Post-Tenure Review period)

_____ Meets Expectations

_____ Exceeds Expectations

_____ **Comprehensive Review:** check if a faculty member has received a **Needs Improvement** designation in one or more review areas (teaching, scholarship, and service, according to one’s portfolio) in three Annual Reviews (not necessarily consecutively or in the same review area) during the post-tenure review period....

Please list the three academic years in which the faculty member received a Needs Improvement in Teaching, Scholarship, or Service and specify which area.

Year: _____ Area(s): _____

Year: _____ Area(s): _____

Year: _____ Area(s): _____

Post-Tenure Review Award Earned: (Must Meet Expectations or Exceed Expectations in teaching/librarianship, scholarship, and service in all Annual Reviews during the post-tenure review period.)

_____ Excellent Post-Tenure Performance Award: Exceeds expectations in teaching and meets expectations in other two areas (Scholarship and Service) during the post-tenure review period

_____ Outstanding Post-Tenure Performance Award: Exceeds expectations in teaching; plus exceeds expectations in one other evaluation area and meets expectations in the third area during the post-tenure review period.

_____ Superior Post-Tenure Performance Award: Exceeds expectations in all three evaluation areas (teaching, scholarship, and service) during the post-tenure review period.

Thank you for your contributions.

Sincerely,
Department Head

Available on the [UNI Forms Repository](#):

Non-Standard Teaching Application Form
(must be completed and approved before enrolling students)

Faculty Name: _____ Department: _____

Course Name: _____

Course Number: _____ Section #: _____ Credit Hours: _____

of Projected enrolled students: _____ Total clock hours per week (if applicable): _____

Is the course a requirement for a student's degree program? Yes No

Semester (Check one): Fall, 20____ Spring, 20____ Summer, 20____

Attachments: Syllabus or Project summary and timeline

Conversion/Compensation plan: Non-standard Credit Conversion (see Faculty Handbook Subdivision
4.1a) amount = _____ (toward course reassignment release)
 Requesting Special Compensation (SPC PAF approval required)

Comments/Justification:

Faculty Member Applicant Signature

Date

Approval – Signatures:

Department Head Date

Approved: Yes No

Dean Date

Approved: Yes No

Return signed copy to the applicant and department.
Accumulated approved form(s) must be attached to the SPC PAF (if applicable); or when requesting course reassignment/releases to your department head and dean.