MEMORANDUM

DATE: December 5, 2016

TO: Department Chairs
   Fulbright College

FROM: Todd G. Shields
      Dean

SUBJECT: 2016 Annual Evaluation of Faculty, Chairs, and Program Directors

Enclosed is a copy of the Annual Resume Update form to be distributed to the tenured or tenure-track faculty members in your department, as well as the Evaluation of Faculty form. You are to follow the policy outlined in Section II-B of the 2009 Fulbright College Personnel Document and procedures as specified by your department policies. Please assign the following numerical values to the different ratings described in the 2009 document: 0 for “does not meet expectations,” 1 for “minimally meets expectations,” 2 for “meets expectations fully,” and 3 for “exceeds expectations.” Note that the annual resume update and evaluation forms can be accessed from the College website at http://fulbright.uark.edu/facultystaff/index.php.

As you know, the College Personnel Document provides for ratings in the three areas of teaching, research/creative, and service, as well as a new “overall” rating. As the Personnel Document states, this overall rating “may reflect aspects of an individual’s performance . . . not belonging solely to one or more of the” three areas of evaluation, including “an individual’s demonstrated ability to work productively with colleagues in carrying out the research/creative, teaching, and service missions of the department and the College.” Thus, the overall rating may be the sum of the weighted scores in the areas of teaching, research/creative, and service. Or, it may be adjusted to reflect any aspects of an individual’s performance not fitting cleanly into one of the three areas of evaluation. If the overall score differs from the sum of the three weighted scores, an additional comment to justify the adjustment is required. If you have reason to change the weighting factors for any tenured or tenure-track faculty member, approval in advance is required. You should pay particular attention to documenting discussions relevant to this evaluation process. These are very important in tenure and promotion decisions. See Evaluative Criteria, Procedures and General Standards for Initial Appointment, Successive Appointments, Annual and Post-Tenure Review, Promotion and Tenure, revised policy located at the Provost’s website under Policies Regarding Faculty Service at http://provost.uark.edu/74.php.

Please note that the evaluation guidelines in the above-mentioned Evaluative Criteria document includes collegiality:

Each faculty member should be actively engaged as a collegial contributor to the life of the academic unit (e.g., department, school, college, university) and should exhibit respect and cooperation in shared academic and administrative tasks. (pg. 3, II. A.)

In order to address this part of the evaluation, we have added a space at the bottom of the evaluation form for you to add a statement outlining the collegiality of faculty members under review. In most cases, such a statement would read: "Faculty Member X is meeting expectations for collegiality in each of the three areas of evaluation: teaching, research, and service." However, while most faculty in the College are...
collegial, you may face rare exceptions. In these cases, please make an “evidence-based” statement on
collegiality; that is, you should produce documentation for lapses in collegiality. For example, if a faculty
member has missed 75% of her or his classes and has been called into your office repeatedly, and you can
produce written evidence for the tenor of those meetings, then you should cite collegiality as a problem on
the merit form, making sure to reference previous meetings. No faculty member, however, should be
"surprised" by a negative assessment of unprofessional, non-collegial behavior.

In addition, you are to submit a professional activity report and an evaluation of all nonclassified
staff members and temporary faculty members to cover their performance during 2016 and up to the
evaluation. You may design the professional activity report (rather than a resume update) to fit the
personnel in your department and the weightings in the areas of teaching, research/creativity, and service
for the temporary faculty members. However, you should discuss the weightings with me and provide
evaluations on a basis of 0 to 3 using the same philosophy as with tenured and tenure-track faculty. The
merit raise pools for nonclassified staff and temporary faculty members probably will be different from
the merit raise pool for tenured and tenure-track faculty members.

Also enclosed are the form for your evaluation as chair and the form for evaluation of any
program director in your department. The top three categories (teaching, research/creative, and service)
on the evaluation forms are to be completed in your department. The forms will be forwarded to me for
completion of the final category in administration. Please note that the weighting factors will need to be
inserted. These are the ones we agreed upon. If there are questions, as there will be for new chairs,
please contact me.

Also enclosed is the addendum sheet for chairs/directors, which should be added to your annual
resume update.

The deadline for submission of these forms is February 26, 2016.

/slm

Attachments
Evaluation of Faculty form
Evaluation of Chair form
Evaluation of Program Director form
Annual Resume Update form
Addendum form for chairs
Addendum form for directors