



MEMORANDUM

DATE: December 3, 2018

TO: Department Chairs
Fulbright College

FROM: Todd G. Shields
Dean

SUBJECT: 2018 Annual Evaluation of Faculty, Chairs, and Program Directors

Attached is a copy of the Annual Résumé Update form to be distributed to the **tenured, tenure-track, and non-tenure track** faculty members in your department, as well as the Evaluation of Faculty form.

Tenured/Tenure-Track Faculty: As chair, 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.”

The College Personnel Document provides for ratings in the three areas of teaching, research/creative, and service, as well as an “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*, located at the Provost’s website under Policies Regarding Faculty Service at <https://provost.uark.edu/policies/140511.php>.

Please note that the evaluation guidelines in the above-mentioned Evaluative Criteria document include **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." 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.

Important statement for pre-tenure faculty: For tenure-track faculty, each summary (on research, teaching, service, and collegiality) should include a clear statement that the candidate is, or is not, making satisfactory progress towards promotion and/or tenure, why, and what remedial steps (if any) are recommended. These summaries of progress towards promotion/tenure should be related to the annual evaluation.

Non-Tenure Track Faculty: All non-tenure track faculty are also to be evaluated annually. You may use the Annual Résumé Update and Evaluation of Faculty forms for non-tenure track faculty. Please note that the Annual Résumé Update form may be condensed to only include sections applicable to your non-tenure track faculty. For instance, if you have an instructor whose workload is 100% teaching, the Annual Résumé Update can be edited to exclude the entire research and service sections. If you have a research assistant professor whose workload is 100% research, then that individual may delete the entire teaching and service sections of the Annual Résumé Update. Evaluations must be provided on a basis of 0 to 3 using the same philosophy as with tenured and tenure-track faculty described in the previous section.

Chairs/Directors: Attached are the forms for your evaluation as chair and for any program directors 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 are the addendum sheets for chairs/directors, which should be added to your, or any director's, Annual Résumé Update.

Non-Classified Staff: Non-classified staff also require an annual professional activity report and evaluation, but please ***do not*** use the Annual Résumé Update form or the Evaluation of Faculty form for non-classified staff. Separate instructions will be sent to you related specifically to the evaluation of non-classified staff.

Deadlines and What to Submit to the Dean's Office:

Tenured/Tenure-Track Faculty:

By February 22, 2019, please submit the following to the Dean's Office:

- An *electronic* version (.pdf or Word) of the 2018 Annual Résumé Update
NO PAPER copies, please!
- A PAPER hard-copy version of the completed Evaluation of Faculty Form (or Evaluation of Chair form or Evaluation of Director form), complete with the chair's signature (or appropriate designee)
- An up-to-date electronic copy (.pdf or Word) of each T/TT faculty member's CV
NO PAPER CVs!

Non-Tenure Track Faculty:

Departments are the office of record for all non-tenure track faculty personnel documents. Please **do not** send paper hard copies of Annual Résumé Updates or Evaluations to the Dean's Office for non-tenure track faculty, because we do not have anywhere to store this information.

- Please *do* send, *electronically only*, a .pdf or word copy of the most recent CV for each non-TT faculty.
- Please *do* send, *electronically only*, the Evaluation of Faculty forms for the NTT faculty that should be included for consideration for any merit raise pool increases. (Ongoing, 100% appointed NTT faculty, not temporary faculty.) If you prefer, in place of submitting scanned NTT evaluation forms, you could also provide a spreadsheet that lists the NTT faculty, their weighting for Teaching, Research, and Service, their scores, and their overall computed merit rating. That is the information the Dean's Office needs to pull from the Evaluation of Faculty forms; however, your office should retain, either electronically or in paper form, a copy of the fully completed evaluation form for the NTT faculty member's personnel file held by the department.

Non-Classified Staff:

Non-Classified Staff must receive an annual evaluation, but they are not a part of this faculty evaluation process. Separate information will be sent to you regarding the annual non-classified staff evaluation process.

/dbd

Attachments

Annual Résumé Update form
Annual Evaluation of Faculty form
Annual Evaluation of Chair form
Annual Evaluation of Director form
Annual Evaluation Addendum for Chairs
Annual Evaluation Addendum for Directors