

Online Performance Review System for Tenured and Tenure-Track Faculty

Summary of Changes to System:

At the request of the Provost's Office, changes have been implemented in the Faculty Review system. These changes include modifications to the form for Faculty Reviews and removal of certain score values. Also, an Evaluation Narrative year has been added which will be retained from year to year. Finally, Faculty with an overall score of 1 or 2 will be required to write an Improvement Plan to be attached to the Review.

Annual Review

Department Head, Dean and Provost:

Worklist and Dashboard

1. Addition of ***“Improvement Plan Required”*** column
 - A value of “Yes” in this column means the Faculty Member must submit an Improvement Plan to the Department Head within 30 days of completion of their Annual Review.
2. ***“Dean Change or Hold”*** column
 - a. Formerly the “Hold” column
 - b. A value of “Yes” in this column may indicate that an automatic 14-day HOLD has been initiated on the Faculty Review as a result of the Dean signing the Review.
 - c. Faculty Member receives an email stating that an appeal must be filed within 14 days, if they wish to dissent the Review prior to it going to the Provost for signature.
3. ***“Faculty Dissent”*** column
 - a. Formerly the “Dissent” column
 - b. A value of “Yes” in this column indicates that a dissent has been initiated by the Faculty Member.
4. **Merit score** removed
 - To document special conditions, statements entered in the “Comments” field will replace the Merit score.
5. ***“Evaluation Narrative”***
 - a. New item on Review and new column on Dept Head/Dean/Provost Worklist/Dashboard.
 - b. A value of “Yes” in this column indicates the current year **is** the Evaluation Narrative Year and an Evaluation Narrative has been attached by the Department Head.

Provost:

Faculty Improvement Plans

When the Provost clicks the “Acknowledge” button and the Faculty Member's Overall score remains a value of 1 or 2, the ***“Improvement Plan Required”*** column on the Worklist/Dashboard will update from “No” to “Yes”. The Faculty Member's review is then complete and a notice is included in a “Review is completed” email. The notice explains that an Improvement Plan must be submitted to the Department Head within 30 days. Note: The Dean or the Provost can override this score and/or improve it to eliminate the need for an Improvement plan.

The Department Head forwards the completed Improvement Plan to the Dean. The Dean then forwards it to the Provost's Office. The Provost will attach the Improvement Plan to the Faculty Review and click the check box that indicates the process is complete.

Faculty Review Form Change Implications:

1. Merit Pay scale eliminated
 - a. No longer a selectable score for the Merit rating on the Annual Review form
 - b. Replaced by text in the "Comments" field concerning conditions under which Faculty Members qualify for increases from the minimum merit increases, to additional bonus structure income, to no merit increases, as in cases when the overall rating is 1 or 2.
2. Updated print buttons
 - a. A print button for current and future years is displayed.
 - b. A print button for Years prior to 2013 of Faculty Reviews is displayed, if prior Reviews were completed.
3. Evaluation Narrative year
 - a. A value of "Yes" in this column of the Worklist/Dashboard indicates that the current year will be the Evaluation Narrative year.
 - b. An Evaluation Narrative year is retained from year to year on the Annual Review so that a 3-year record can be kept of when the last Evaluation Narrative was attached.
 - c. An Evaluation Narrative is attached to the Faculty Review by the Department Head.
 - d. The process will be active for anyone requiring an Evaluation Narrative for the year 2013. The Department Head will click a check box to record the current year as the "Evaluation Narrative Year" for any review year from 2013 going forward. There is no historical data before 2013.

Retention Review

1. No changes to the Retention Review **process**
2. Historical Retention Reviews
 - a. A drop-down year field may be available to select historical Retention Reviews from the printable Retention review button.
 - b. Once a Retention Review cycle is complete for a Faculty Member, the historical Retention Reviews will no longer be available to view, unless a Retention Review for the current year is added. If, at any point a Retention Review is added, the historical Retention Reviews will be available to view.

Administrative Reporting

Under the reporting tab for Provost, Deans, and Department Heads, two selectable print range values for Reports by Organization were added.