

**CFA Resolution 2006-07C  
Annual and Pre-tenure Faculty Evaluations**

<b>Approved by CFA:</b>	<b>February 2, 2007</b>
<b>Approved by Faculty Senate:</b>	<b>February 20, 2007</b>
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<b>Approved by University Council:</b>	<b>April 30, 2007</b>
<b>Approved by the President:</b>	<b>April 30, 2007</b>
<b>Approved by the Board of Visitors:</b>	<b>June 4, 2007</b>
<b>Effective Date:</b>	<b>Fall 2007</b>

**WHEREAS**, current university policy calls for annual faculty evaluations based on reports of activity submitted by individual faculty members; and

**WHEREAS**, departmental practices differ on the extent and nature of the feedback that is given to faculty members annually and to untenured faculty during their probationary period. While some departments do an excellent job of faculty evaluation, some grievances and tenure appeal cases reveal inadequate or inconsistent documentation of performance concerns; and

**WHEREAS**, constructive written feedback on an annual basis and documentation of expectations for performance improvement when needed are fundamental practices that should be adopted by all departments so that faculty members receive timely and appropriate feedback at every stage of their career; and

**WHEREAS**, the departmental promotion and tenure committee should conduct a thorough review of each pre-tenure faculty member at least twice during the usual six-year probationary period, providing written and verbal feedback to the faculty member on their progress toward tenure and advising the department head on reappointment; and

**WHEREAS**, departments are now required to have written policies and practices outlining the process and criteria to be used in faculty evaluations in order to promote consistency and transparency in these important personnel practices;

**THEREFORE** be it resolved that sections 2.9.1 and 2.8.2 of the Faculty Handbook concerning annual and pre-tenure faculty evaluations be revised to emphasize the importance of these evaluations, to require written documentation of departmental policies and practices, and to require that individual faculty evaluations be shared with and acknowledged by the faculty member.

## **2.9.1 Annual Evaluation and Salary Adjustments**

**All departments are required to have written guidelines outlining the process and criteria to be used in faculty evaluations. The adoption of such guidelines promotes consistency and transparency in this important aspect of faculty life. Guidelines and procedures for the annual review of university or alumni distinguished professors are established by the president and/or provost, who are responsible for their evaluations.**

**Every faculty member's professional performance is evaluated annually and written feedback is provided separately from confirmation of any merit adjustments. The process begins with submission of a Faculty Activity Report (FAR). All non-temporary faculty members must submit a FAR annually. These reports become part of the basis for performance evaluations, awarding merit adjustments, and promotion, tenure, and post-tenure reviews.**

**Department heads/chairs are responsible for conducting annual faculty evaluations, either independently or in consultation with an appropriately charged committee in accordance with departmental procedures. All evaluations must be in writing and should include a discussion of contributions and accomplishments in all areas of the faculty member's responsibilities, comments on the faculty member's plans and goals, and any recommendations for improvement or change. Faculty members should receive their written evaluations within 90 days of submission of required materials, and they are asked to acknowledge receipt by signing and returning a copy for their departmental file, or the electronic equivalent. Acknowledgement of receipt of the evaluation need not imply agreement with it. If a faculty member is in substantive disagreement with the evaluation, that member may submit a written response to the department head for inclusion in his or her personnel file.**

**In addition to their annual evaluation letters, all pre-tenure faculty members should receive two thorough reviews and written feedback on their progress toward tenure by their departmental promotion and tenure committee prior to reappointment in accordance with guidance included in section 2.8.2.**

Salary adjustments are based on merit; they are not automatic. Recommendations for salary adjustments originate with the department head or chair and are reviewed by the dean, the provost, and the president. Because salary adjustments are determined administratively on an annual basis, **and** based significantly on the quality of the faculty member's response to assigned responsibility, they may not accurately reflect the full scope of the faculty member's professional development as evaluated by relevant committees in the tenure and promotion process.

The salary adjustments of continuing faculty members are approved by the board of visitors, and each faculty member is informed **in writing** of the board's action as early as possible.

### **2.8.2 Probationary Period**

The term "probationary period" is applied to the succession of term appointments, which an individual undertakes on a full-time regular faculty appointment, and during which continued evaluation for reappointment and for an eventual tenured appointment takes place.

The beginning of the probationary period for faculty members on term appointments is taken as July 1 or August 10 of the calendar year in which their initial full-time appointment begins, depending on whether they are on a calendar-year or academic-year appointment, regardless of the month in which their services are initiated. (The probationary period for new faculty appointed for spring term shall begin the following fall even though the spring contract period officially begins December 25.)

The initial appointment for assistant professors, and for associate professors and professors employed without tenure, is ordinarily for a period of not less than two years. Multiple-year reappointment may be subsequently recommended.

The maximum total period for probationary appointments is six years, unless an approved extension has been granted. Decision about tenure, if not made earlier, is made in the sixth year of the probationary appointment. If the tenure decision made in the sixth year is negative, a one-year terminal appointment will be offered.

Only full-time service will count toward the probationary period unless specific exception is made, and only in units of full years. Up to three years of appropriate service at other accredited four-year colleges and universities may be credited toward the six-year probationary period, as specified below.

A faculty member on probationary appointment who wishes to request a leave of absence shall consult with his or her department head or chair about the effect of the leave on the probationary period, taking into account the professional development that the leave promises. The request for leave should address this matter and the provost's approval of the leave request will specify whether the leave will be included in the probationary period.

**Under normal circumstances, departmental promotion and tenure committees review pre-tenure faculty members twice during the probationary period, usually their second and fourth, or third and fifth, years of service. The timing of the reviews should depend upon the nature of the faculty member's discipline and should be clearly indicated in written departmental policies. The terms of offer identifies the initial appointment period. Pre-tenure reviews may be delayed if there is an approved extension as described below. Changes or variations in the standard review cycle should be documented in writing.**

**These reviews are substantive and thorough. At a minimum, departmental promotion and tenure committees should review the faculty member's relevant annual activity reports, peer evaluations of teaching, and all authored materials. It is strongly suggested that promotion and tenure committees and pre-tenure faculty use the promotion and tenure dossier format (see section 2.8.4) in organizing and presenting information for review.**

**The pre-tenure reviews should analyze the faculty member's progress toward promotion and tenure and should offer guidance regarding future activities and plans. All reviews must be in writing, with the faculty member acknowledging receipt by signing and returning a copy for his or her departmental file. In addition, the promotion and tenure committee and the department head will meet with the faculty member to discuss the review and recommendations. Individual faculty members are also encouraged to seek**

**guidance and mentoring from senior colleagues and the department head. Pre-tenure faculty members bear responsibility for understanding departmental expectations for promotion and tenure and for meeting those expectations.**