

ANNUAL EVALUATION (ANNUAL PERFORMANCE REVIEW) PROCEDURES  
DEPARTMENT OF MIDDLE, SECONDARY, AND MATHEMATICS EDUCATION

As indicated in the Faculty Handbook, all faculty are required to submit an annual report that summarizes their accomplishments across teaching, scholarly achievement and professional qualifications, and professional service. Below is a timeframe and a brief description of the activities associated with faculty members' annual evaluation in the Department of Middle, Secondary, and Mathematics Education.

TIMEFRAME AND ACTIVITY	DESCRIPTION
Late spring semester: Department holds election for PAC membership for subsequent academic year.	The department's PAC is comprised of three faculty, all of whom are elected and typically, at least two of whom hold tenure. In order to maintain consistency of reviews over time, PAC members serve 3-year staggered terms. That is, as one member completes his or her third year, a new member is elected to begin a 3-year term the following year. Once PAC members have completed a 3-year term, they must wait one year before being eligible to serve on the PAC for a subsequent 3-year term.
Fall semester: APR template is revised.	PAC makes revisions, adjustments, and clarifications to the Annual Performance Review (APR) template.
March 1: Departmental APR template is distributed to faculty.	By no later than March 1, the PAC submits an electronic version of the APR template to its Academic Unit Head who in turn distributes it to his/her faculty. The template reflects the activities identified in the Faculty Handbook as they relate to teaching, scholarly activity and professional qualifications, and professional service. For example, <i>Teaching</i> reflects more than just student evaluations; it also includes information related to academic advising practices, curriculum development efforts, course and program revisions, supervision of Honor's projects, and more.

<p>2<sup>nd</sup> Monday in May following spring commencement: Faculty submit APR documents.</p>	<p>Individual faculty electronically submit their completed APR form to the Academic Unit Head by no later than the 2<sup>nd</sup> Monday in May following spring commencement. Once received, the Academic Unit Head then distributes faculty APRs to the PAC for review.</p>
<p>May/June: Department PAC reviews APRs</p>	<p>Department PAC reviews APR reports in May and June. Each PAC member reviews all of the departmental APR reports and makes an individual appraisal of each faculty member's accomplishments in teaching, scholarship, and service. In accordance with the Faculty Handbook, three levels of performance evaluation ratings are used: excellent, satisfactory, and unsatisfactory.</p>
<p>May/June: Department PAC meets with Academic Unit Head</p>	<p>Department PAC meets with Academic Unit Head to discuss each faculty member's report and the ratings assigned him or her by the PAC. The Academic Unit Head ultimately makes the final assessment of faculty members' work in teaching, scholarship, and service.</p>
<p>Summer: Faculty receive preliminary annual evaluation.</p>	<p>During the summer, Academic Unit Heads send their faculty members a written preliminary evaluation of their work in teaching, scholarship, and service. At the same time, faculty are requested to schedule appointments with Academic Unit Heads to discuss their preliminary evaluations. Faculty are to receive their written preliminary evaluations no later than one day prior to their scheduled evaluation conference with their respective Academic Unit Head.</p>
<p>Summer/early fall semester: Academic Unit Head meets with individual faculty.</p>	<p>Over the summer and into early fall semester, Academic Unit Heads hold an evaluation conference with each faculty member to discuss the preliminary evaluation. At that meeting, the Academic Unit Head discusses his or her ratings of the faculty member's work in teaching, scholarship, and service. Faculty are given an opportunity to provide additional information and/or to clarify activities reported in the APR.</p>

October 1: Faculty member receives official written evaluation.

By no later than October 1, the Academic Unit Head provides an official written evaluation to each faculty member in his or her department.

October 21: Final evaluations are sent to the Dean.

The faculty member and the Academic Unit Head sign the final evaluation and the Academic Unit Head sends a copy of it to the Dean by October 21. If the faculty member does not sign the final evaluation, the Academic Unit Head will forward it to the Dean with a notation of failure to sign.

## APPEALS TO ANNUAL PERFORMANCE REVIEW

Within 7 days of receiving official written evaluation:

Before the AUH submits the official written evaluation to the Dean, she/he is given an opportunity to review and appeal the evaluation. If she/he does not accept the official written evaluation, then the faculty member has a maximum of seven days following receipt of the official written evaluation to make the appeal in writing. Failure to file a timely written appeal will result in the evaluation being sent forward to the dean, and no further appeal rights are available.

Review Criteria

In considering an appeal, the crucial questions for the reviewing body are whether the Academic Unit Head objectively reviewed all relevant information, and whether the Academic Unit Head evaluated similar achievements among similarly situated academic unit members using the same standard of judgment. The recommendations of the reviewing body will be given to the Academic Unit Head, with a copy to the faculty member and the Dean. The reviewing body may recommend that the Academic Unit Head's evaluation be upheld or modified. If the Academic Unit Head agrees with the recommendations of the reviewing body, he or she will take the appropriate action to confirm or modify his or her original evaluation, and will notify the reviewing body, the faculty member, and the Dean of his decision. The appeal process in the academic unit must be completed by Oct. 21. The evaluation process is not final until any appeal has been completed.

## Final Evaluation

The faculty member and the Academic Unit Head shall sign the final evaluation and the Academic Unit Head will send a copy of it to the Dean by Oct. 28. If the faculty member does not sign the final evaluation, the Academic Unit Head will forward it to the Dean with a notation of the failure to sign. If the Academic Unit Head's evaluation is not modified as recommended by the reviewing body, the Dean will review the Academic Unit Head's evaluation and the reviewing body's recommendations to determine whether the Academic Unit Head's evaluation will be upheld or modified. The Dean is not bound by the reviewing body's recommendations, and may take any action on the evaluation he or she deems appropriate. The decision of the Dean on the evaluation is final, and is not subject to appeal.