



## College of Education

### LTLE Annual Performance Review Procedures

- November: LTLEPAC reviews prior year format, criteria and standards  
Dec-Feb: LTLEPAC brings current practice to monthly department meeting for discussion and review  
March: LTLEPAC makes current year form, criteria and standards available to faculty  
May: Electronic copy of completed APR form, including next year goals, due to department Secretary for distribution to LTLEPAC and AUH  
May-June: LTLEPAC meets to review APR's  
June: LTLEPAC and AUH meet to confer on APR's  
July-August: AUH writes informal review and shares with faculty  
September: AUH meets individually with each faculty member to discuss performance evaluation and affirm goals for the coming year.  
September: Letters are distributed by Oct. 1.  
October: Faculty are asked to review, sign and return a copy of the letter by October, 25
- Merit: Merit distribution occurs when funds are available. If merit is awarded, satisfactory performance serves as the base for calculation of initial awards for faculty achieving satisfactory performance. Those achieving excellent ratings in any one of the reviewed performance categories receive an amount above the base for the number of excellent's up to three. Those with three excellent's receive the largest portion of additional funds beyond the equally distributed satisfactory base.
- Scale: Unsatisfactory, Satisfactory, Excellent
- Attachments: LTLE Draft Checklist for satisfactory performance 2009-10  
APR Form 2008-09