On 21 April, 2006 the Department Head and all tenure-track/tenured departmental faculty of the Department of Sociology and Anthropology approved guidelines pertaining to promotion and tenure. In addition, guidelines pertaining to other official evaluations of faculty members including the Initial Evaluation and Annual Evaluations were approved.

Attachment 2 – Annual Evaluation

Section III.E.4 of the Faculty Handbook outlines the policies and procedures governing Annual Evaluations. Every full time faculty member, whether tenure track or non-tenure track, undergoes an annual evaluation and is responsible for understanding university and departmental guidelines pertaining to the annual evaluation.

Comments:

Although the annual evaluation is the responsibility of the Department Head who provides each faculty member with a written annual evaluation and evaluation conference, the annual evaluations in our department are conducted by a committee that includes the Head, the Program Coordinators, and two additional tenure-track (but not necessarily tenured) faculty from both Sociology and Anthropology. Service on this committee is rotated among tenure track faculty who serve for a two-year term.

Faculty members submit their annual evaluations by completing the Annual Report of the Faculty, a form that has been devised by departmental faculty. The form is divided into the areas of teaching, scholarship, and professional service each of which is subdivided into categories of “outstanding,” “excellent,” “satisfactory” and “unsatisfactory.” The Annual Report Form clearly specifies those activities that fall into each of these three categories enabling the faculty member to get a clear sense of her/his performance rating.
In addition, faculty members submit a **Faculty Anticipated Activity Plan** in which they outline anticipated teaching, scholarly, and service plans for the next academic year. The annual evaluation is submitted to the evaluation committee between May 1 and May 15.

**The Annual Evaluation is used primarily to determine annual salary increments and adjustments, if any, and is not directly linked to promotion and tenure decisions.** Promotion and tenure standards are different from those employed in the annual evaluation, and the annual evaluation committee is different from, and has a different evaluative mission than, the AUPAC that considers promotion and tenure requests.

**Consult:** (1) Section III.E.4 Annual Evaluation guidelines from the Faculty Handbook  
(2) Sociology and Anthropology “Annual Report of the Faculty” form