

Conrad N. Hilton College
University of Houston
Guidelines for the Faculty Annual Performance Reviews (APR)

Each calendar year, the Associate Dean for Academic Affairs conducts faculty annual performance reviews for all professors, associate professors, assistant professors, lecturers, and adjunct faculty. Faculty members are asked to submit an annual performance report, their academic vita, new goals, and achievements from the past calendar year in the areas of teaching, research, and service. The Dean of the college conducts similar evaluations for the Associate Dean of Research and the Associate Dean for Academic Affairs.

Objectives - The objectives of the annual review include the following:

- Administration will demonstrate and use consistent criteria in the merit review processes for the annual review, 3rd year review, P & T, and promotion to full professor.
- Faculty will demonstrate compliance with hiring letters.
- Tenure track faculty will aggregate and provide productivity information annually in the appropriate format for submission at subsequent reviews (3rd year, P & T, promotion to full).
- Tenure track faculty also will demonstrate sufficient progress toward 3rd year and P & T reviews.
- Administration will encourage all faculty and instructors to reflect on their annual accomplishments along with their roles in the college, university, community, and industry.
- All faculty and instructors will demonstrate achievement of their goals for the year.
- All faculty and instructors will establish goals at least for the upcoming year in teaching, scholarship and service.

Timeline - Evaluation packets have staggered deadlines based upon faculty member rank:

- Assistant professors must turn in their packets by the first Friday in February.
- Lecturers, professors of practice, and instructional faculty member packets are due the second Friday in February.
- Associate and full professor packets are due the last Friday in February.
- Adjunct professors and instructors of record do not submit evaluation packets, but are evaluated based upon their teaching evaluations, student feedback, and grade distribution.

The Associate Dean for Academic Affairs completes all evaluations and meets with each faculty member throughout the month of April. All meetings are completed by the end of April.

Evaluation Notification and Deadline - The Dean's office sends an email with an attached evaluation form to all faculty members 30 days prior to the deadline. The email message asks faculty members to submit an annual performance report, their academic vita, new goals, and achievements from the past calendar year in the areas of teaching, research, and service. The Associate Dean for Academic Affairs reviews all comments from teaching evaluations for the previous calendar year, looks for trends within

the comments and scores, reviews grade distribution for courses, and includes this information within the overall assessment for each faculty member being reviewed and evaluated.

Evaluation Assessment - The Associate Dean for Academic Affairs assesses:

- Tenured/tenure-track faculty members in the areas of Teaching, Research, and Service.
- Lecturers and instructional professors are evaluated on their productivity and performance in the areas of Teaching and Service.
- Professors of practice are only evaluated in the area of their domain.
- Adjunct professors do not submit evaluation packets, but are evaluated based upon their teaching evaluations, student feedback, and grade distribution.

Evaluation Rating - All faculty evaluations are then rated:

- Outstanding (8 to 10 possible points)
- Strong (5 to 7 points)
- Satisfactory (2 to 4 points)
- Unsatisfactory (0 to 1 points).

Evaluation Performance Score – The percentage of time and effort is weighted with each score to produce an overall performance score. The percentages are based upon rank at the college. The time/allocation is as follows:

<u>Position</u>	<u>Teaching</u>	<u>Research</u>	<u>Service</u>
Research Productive Full*	40%	40%	20%
Full Professor	50%	20%	30%
Research Productive Associate*	40%	40%	20%
Associate Professor	50%	40%	30%
Assistant Professor	45%	45%	10%
Administrative Role	25%	25%	50%
Lecturer	70%		30%
Instructional/Clinical Professor	70%		30%
Professor of Practice			100%
Adjunct Faculty/Instructor of Record	100%		

***A tenured faculty member is considered research productive when they have qualified to receive a 2/2 teaching load.**

In addition to the rating and score, the form includes feedback to the faculty member in each area. The Associate Dean and the faculty member define 3 to 4 goals for the next calendar year based upon the review. These are discussed and set during the performance evaluation meeting.

Promotion and Tenure Committee Review - There is one additional step in this process for those currently on tenure track. The promotion and tenure committee reviews the evaluation packet of each assistant professor. The committee meets and provides feedback to the Associate Dean. The comments are shared with the assistant professor so they will know where they stand at any point in the tenure process.

Faculty members are given an overall performance score. Faculty members are ranked from highest to lowest score and merit are allocated accordingly. Adjunct professors are not be included in this distribution because they are not eligible for merit. The only other data considered in concert with the rank order may include equity-adjustment information.

Evaluation Meeting, Review and Discrepancies - Faculty member will initially see their review during their meeting with the Associate Dean of Academics. During the meeting, the faculty member is welcome to informally challenge any possible discrepancies contained within their evaluation. Any discrepancy will be addressed immediately. Following the meeting, faculty members will have up to 30 days to appeal their overall rating/score and feedback. Grievance procedures are outlined within the faculty handbook (current addition 2016, pages 79-85).

These guidelines will be posted to the college bulletin board and will be added to the college's bylaws.

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