

**Annual Performance Review Procedure**  
**Department of Chemistry**  
**Effective FY18**

All tenured and tenure-track Full, Associate, and Assistant Professors and non-tenure track (NTT) Full, Associate, and Assistant Instructional and Research Professors are covered by the Department of Chemistry APR-Merit Review policy.

The Department-approved APR-Merit Review Form (the "Review Form;" the same form is used for both APR and Merit Review) is sent electronically to the Department faculty by the last Friday in January. The form has sections to be filled out on *Research* (e.g., publications, grants, postdocs and students supported, seminars presented, etc.), *Teaching* (e.g., courses taught, course development, etc.), and *Service* to the Department, University, and external communities. Faculty members complete the form based on the previous calendar year's activities. The completed Review Forms are submitted electronically to the Associate Chair of the Department (or his/her designee) no later than 5 PM of the last Friday in February. After submission of the completed Review Forms, the accuracy of the information is checked by the Associate Chair of the Department and staff to ensure there are no errors. The Associate Chair combines the verified Review Forms with the appropriate course teaching evaluations (collected independently by the Department) for the spring, fall, and summer of the review year.

If merit and/or equity raises are available in the year of the review, faculty members are ineligible for a raise if the completed Review Form is not submitted by the deadline. In the event of an emergency, a faculty member may formally request extension of the deadline from the Department Chair. The decision whether to accept a late submission is at the sole discretion of the Department Chair, and the decision is final.

The Department of Chemistry Executive Committee, which is elected by the Chemistry faculty per the Departmental Bylaws, is responsible for conducting annual reviews. The Committee members examine the Review Forms submitted by the faculty and score each faculty member on a scale of 0–100 in three separate categories (by using an Excel spreadsheet designed specifically for the review process): *Research*, *Teaching*, and *Service*. Committee members do not score themselves, the Chair, or any member of the faculty whose primary appointment is outside the Department (e.g., Associate Deans). In the *Research* category, research funding, especially external federal funding; research publications, especially peer-reviewed publications in high-impact journals; and invited and contributed seminars are used to determine an evaluation score. To arrive at a score in the teaching category, student teaching evaluations are assessed taking into account class size and the academic level of instruction. When it is appropriate, new course and curriculum development are included in determining the teaching score. Documented service to the Department, College, University, scientific community, and broader community are used to determine the service score.

The scores in each of the three categories are weighted as follows: 60% for *Research*, 30% for *Teaching*, and 10% for *Service* for research-track faculty members and 30% *Research*,

60% *Teaching*, and 10% *Service* for teaching-track faculty members, resulting in an overall score (on a scale of 0–100) for each faculty member. The Executive Committee members submit their completed evaluations (as Excel spreadsheets) to the Chair. The Chair combines and averages the scores submitted by the Committee members to arrive at a final overall score (0–100) for each faculty member. The Chair uses the final overall scores to rank the tenured faculty, tenure-track faculty, non-tenure track instructional faculty, and non-tenure track research faculty in four separate groups.

A tenured faculty member may obtain his or her quartile ranking among the tenured faculty for the current year providing a request for the information is made in writing to the Chair or any member of the Executive Committee before 5 PM of the second Friday in May of the review year. A faculty member may dispute his or her quartile ranking by providing a letter outlining the reason(s) for the grievance to the Chair or any member of the Executive Committee by 5 PM of the first Friday in June of the review year. Upon receiving the faculty member's request to dispute his or her ranking, a meeting of the faculty member with the Executive Committee is arranged within 10 working days. At the meeting, the faculty member may present evidence verbally or in writing to support a change in ranking. Within 10 working days following the meeting, the Executive Committee issues a written ruling on whether the faculty member's ranking will be adjusted. The Committee's decision is final.

The APR data and rankings resulting from the Executive Committee's reviews are used for the following purposes:

1. The Chair uses the rankings of the tenured faculty *solely* to assign merit raises based on a % of the pool and a % of salary, as approved by the Executive Committee, in years when a merit raise pool is available. For tenure-track, NTT instructional, and NTT research faculty, the rankings are used as part of a separate evaluation by the Chair, in consultation with the Executive Committee (tenure-track and NTT instructional faculty) or sponsoring faculty member (NTT research faculty), to arrive at merit increases for these faculty members. When the Dean calls for recommendations for additional merit and/or equity increases, the Chair is responsible for choosing the faculty members recommended for such increases and for determining the suggested amount of increase.
2. Tenure-track faculty members (i.e., assistant professors and non-tenured associate professors) meet individually each year with the Executive Committee and Chair jointly to discuss progress toward tenure and general career development. The Executive Committee and Chair use the APR information on research, teaching, and service submitted by the tenure-track faculty as a basis for discussion. After the meeting, a letter summarizing the tenure-track faculty member's career development and progress towards tenure is prepared by the Executive Committee and Chair, and presented to the tenure-track faculty member. In the tenure-track faculty member's third year, the Executive Committee and Chair write separate letters on the faculty member's progress toward tenure and recommend whether the next formal review should be the tenure review. The third-year letters are forwarded to the Dean of the

College for consideration in the College's third-year review process.

3. Each year, the NTT instructional faculty members meet individually with the Chair and Associate Chair of the Department. The Chair and Associate Chair use the information in the APR and the Executive Committee scores as a basis for discussion with the NTT instructional faculty about annual performance and career development.
4. Each year, the Chair conveys the information in the APR and the Executive Committee scores to the sponsoring faculty members and/or immediate supervisors of the NTT research faculty members. The sponsoring faculty member and/or immediate supervisor use the information as a basis for a discussion with the NTT research faculty member about annual performance and career development.