

## **ANNUAL REVIEW GUIDELINES**

Every tenured and tenure-track faculty member will undergo an annual review conducted by both the Head and a Peer Review Committee consisting of three tenured faculty members. Non-tenured faculty whose primary duties are teaching will be evaluated separately by the Head solely on student evaluation of teaching. Full-time non-tenured faculty serving in a position with a term extending more than one year will also be evaluated through peer review of their teaching, according to a procedure established by the Head.

### **Make-up of Peer Review Committee:**

The Peer Review Committee will be composed of three members: two elected by the department and one appointed by the Head to balance the committee by rank and field. If no full professor is elected, the Head will appoint a full professor. Faculty members will serve for a one-year term. All tenured faculty are eligible to serve on the committee. The election of members will normally take place in the fall.

### **Procedures:**

Each academic year, by a date set by the Head at the beginning of the spring semester, every tenured and tenure-track faculty member will submit an evaluation file, which will include a completed Sedona report, along with any supporting materials (c.v., publications and presented papers, teaching portfolios, evidence of service, and a brief statement about research progress and plans). Each file, including teaching evaluations, will be read carefully by the Head and by the Peer Review Committee. Discussion of each file will be thorough. Although evaluative criteria cannot be quantified too strictly, the committee will use the department guidelines for promotion and tenure to provide a consistent standard. In considering scholarship, the committee will both evaluate yearly results and weigh accomplishments from a longer-term perspective. Published books will be viewed as major accomplishments in both the year of publication and the following year. Unless a faculty member is on an alternative profile, he or she will be evaluated on the basis of 40 percent teaching, 40 percent research, and 20 percent service.

The Head and the Peer Review Committee will produce separate summary evaluations for each faculty member and will complete the Annual Review Report Form for each faculty member. For each file, the Peer Review Committee will also determine a category (Excellent, Very Good, Good, or Unsatisfactory), which corresponds to the High, Medium, Low, and None salary recommendations made to the Dean. This recommendation is non-binding to the Head, and the Head will indicate the category assigned to each faculty member in the Head's summary evaluation.

The Head will also convene a meeting of the Department's Professors during the spring semester to get input on the progress toward tenure and/or promotion of those tenured and tenure-track faculty below the rank of Professor. Feedback about such progress, or lack thereof, will be conveyed to the faculty member in the Head's summary evaluation.

Once the evaluations have been completed, the Head will provide each tenured and tenure-track faculty member with a copy of the Annual Review Report Form, the Head's Summary Evaluation, and the Peers' Summary Evaluation. The Head will also meet with each tenured and tenure-track faculty member to discuss the Annual Review.

Revised December 4, 2012