

2021 Performance Evaluation Instructions for Faculty

Who is evaluated?

Full-time faculty (.75 FTE or greater except Tenured Faculty and Senior Lecturers) will have a full performance review in 2021.

Tenured faculty and Senior Lecturers will complete a Mini-review.

What is reported?

All workload activities occurring from July 1, 2020 – June 30, 2021.

As part of the performance review of the service component of the PE, faculty will include in their Reflective Statement on Service the expected service to the college and university not in their CV including participation in faculty meetings, committees for which the faculty member ran for office but was not elected, and written evaluations for appointment and promotion for all faculty members at ranks for which they were required to provide a written evaluation.

May 15 Deadline – Clinical practice faculty only

- 1) Submit the name of an individual in the clinical agency who is the appropriate person to provide performance evaluation feedback to your reporting administrator.

May 10 to May 14 – All non-tenured faculty except senior lecturers (.75 FTE or)

- 1) Watch for email from your program administrative assistant with your Performance Evaluation (PE) document.
- 2) Review PE document and send updates/corrections to your program administrative assistant.
- 3) The program administrative assistant will return the PE document with updates/corrections.
- 4) Faculty with a 9-month appointment will finalize PE document with your accomplishments and submit electronically along with an updated CV (not from DM) during July 1, 2020 to June 30, 2021 highlighted to your reporting administrator by **May 31, 2021**.
- 5) Faculty with 10, 11, or 12-month appointment finalize PE document with your accomplishments and submit electronically along with an updated CV (not from DM) with accomplishments from July 1, 2020 to June 30, 2021 highlighted to your reporting administrator no later than **June 30, 2021**.

June 30- All senior lecturers and tenured faculty submit your mini-review to your reporting administrator.

July 1 to September 30 –Full-time faculty with 10, 11, or 12-month appointments meet for PE or mini-review.

- 1) Confirm appointment for meeting with reporting administrator.

September 1 to October 15 –Full-time faculty with 9-month appointments meet for PE review

- 1) Confirm appointment for meeting with reporting administrator.

November 1 – High Merit Application Deadline

- 1) Faculty who received a merit rating of 3 in all performance areas during their most recent PE are eligible to apply to receive a high merit rating of 4 in one or more of their performance areas.
- 2) High merit ratings are determined according to the procedure outlined in the high merit document.

Attachments:**Performance Evaluation Documents**

- 1) Tips on Writing Personal Statements
- 2) Mini-Review Template
- 3) Appeals Process
- 4) CON CV Template

Checklist of documentation to be submitted for faculty completing a full PE

If any of the following items are not included in the PE document, it will be returned to the faculty member to complete.

- Section I.A.2. Qualitative and quantitative summary of students' evaluations
- Section I.F.2. Reflective statement of contributions to teaching and mentorship
- Section II. Reflective statement of contributions to research and/or scholarship
- Section IIIa. Reflective statement of contributions to service
- Section IIIb. Reflective statement of contributions to practice if appropriate
- Section V. Goals from previous PE and progress made
- Section VI. Strengths
- Section VII. Areas for professional growth
- Section VIII. New goals
- Updated CV

Checklist of documentation to be submitted for faculty completing a mini-review.

- Mini-review
- Updated CV