

## **General Annual Performance Review Policy Department of Chemistry**

*Who is covered by the Annual Performance Review (APR) policy (Note: all faculty ranks including part-time faculty who are listed as instructor-of-record are required to undergo an APR under SACS accreditation standards).*

Tenured and tenure-track Full, Associate, and Assistant Professors and non-tenure track Full, Associate, and Assistant Instructional Professors are covered by the Department of Chemistry APR policy.

*A general time-line for conducting the APR process that details any specific deadlines for submission of materials, completing the review process at the departmental and/or college level (if applicable), as well as an expected date for when faculty members may expect to receive the final outcome/score of their APR.*

The Department-approved Merit Review Form is sent electronically to tenured and tenure-track Professors, Associate Professors, and Assistant Professors in the Department by the last Friday in January. The faculty members must submit their completed Merit Review Forms electronically to the Associate Chair of the Department (or his/her designee) no later than 5 PM of the last Friday in February. A faculty member will be ineligible for a merit or equity raise that year if his or her completed Merit Review Form is not submitted by the deadline. In the event of an emergency, a faculty member may request extra time from the Department Chair to complete the Merit Review Form. The Chair's decision whether to accept a late submission is at his or her sole discretion and the decision is final. Information required for the review of non-tenure track Instructional Professors, Associate Professors, and Assistant Professors is generated internally prior to the deadline. Upon request, a tenured faculty member will be provided his or her final quartile ranking with respect to the tenured faculty from the current year merit review (see below for how this is determined) providing the request is made in writing to the Chair or any member of the Department of Chemistry Executive Committee before 5 PM on the second Friday in May of the merit review year.

*A clear description of the process utilized for collecting faculty performance and productivity data including the time-period covered by the APR.*

The faculty members enter the requested information on their research, teaching, and service covering the proceeding calendar year into the Merit Review Form.

*A clear description of how performance data will be assessed and who is responsible for conducting the review at the departmental level. The description should clearly define any quality measures or assessment rubrics that the department has chosen to assess faculty performance in each of the three domain(s) being assessed (i.e. research/scholarship, teaching/instruction and/or service).*

The Department of Chemistry Executive Committee, which is elected by following the Departmental Bylaws, is solely responsible for conducting the APRs of tenured and tenure-track Professors, Associate Professors, and Assistant Professors. The Committee members score each faculty member in the Department on a scale of 0–100 in each of three categories: 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 a research 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 Department Chair is solely responsible for conducting the APRs of non-tenure track Instructional and Research Professors, Associate Professors, and Assistant Professors, whose evaluations are based primarily on research and/or teaching and demonstrated organizational abilities.

*If there is a further level of review/assessment at the college level, the document must also contain a clear description of the basis of the college level review process and who (in addition to the Dean) is involved in that review process.*

Not applicable.

*Regardless of how any individual department chooses to assign a value or score to each of the performance domains assessed (i.e. research/scholarship, teaching/instruction and/or service), the policy must describe how these separate domain values/scores are aggregated in order to generate a single **numeric** performance score for an individual faculty.*

Each member of the Executive Committee scores the faculty separately in the three categories on a scale of 0–100 (by using an Excel spreadsheet designed specifically for the merit review process). The scores in each of the three categories are weighted in the spreadsheet, 60% research, 30% teaching, and 10% service for research-track faculty members and 30% research, 60% teaching, and 10% service for teaching-track faculty members, and an overall score on a scale of 0–100 for each faculty member is computed on this basis. Tenured faculty members are scored separately from tenure-track faculty members. The Executive Committee members send their completed Excel spreadsheets to the Chair for compilation. The Chair numerically adjusts the Committee member's scores, if necessary, to make each Committee member's overall average score 50 for the Department's tenured faculty members. The numerical adjustment ensures that each Executive Committee member's assessment is weighted equally when computing a final score for each faculty member. The Chair combines the scores submitted by the Committee members and averages them to arrive at a final score of 0–100 for each faculty member in the Department.

*The policy must describe how the single numeric performance score for each faculty is used to generate a rank order based on overall performance for all faculty in an individual department, including any additional information if any that will be taken into consideration when generating the final departmental rank order (over and above numeric performance scores).*

The overall score on a scale of 0–100 for each faculty member, obtained by averaging the separate scores provided by the Executive Committee members as described above, is the *sole* basis for ranking the tenured faculty members. Tenure-track faculty members' scores are used only to provide feedback to the Chair and Executive Committee on their progress toward tenure.

*The policy must provide an avenue for faculty members to provide timely comment on the final outcome of their APR to their departmental chair, including a description of how they can dispute/grieve their final performance score/departmental ranking. Faculty members will be provided individual performances scores and departmental quartile rankings as soon as reasonably possible after the end of the spring academic semester.*

Upon request, a tenured faculty member will be provided his or her quartile ranking with respect to the tenured faculty from the current year merit review providing the request 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 merit 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 merit 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 will be arranged within 10 working days. At the meeting, the faculty member may present evidence verbally or in writing to the Executive Committee that disputes his or her ranking. Within 10 working days following the meeting, the Executive Committee will issue a written ruling on whether the faculty member's ranking will be adjusted. The Committee's decision is final.

*Each department or college will be required to provide a copy of their faculty annual performance review (APR) policy to all members of their departmental faculty (including tenured, tenure-track, instructional, clinical and research faculty) by **February 15, 2016**. Each department and/or college APR policies will also be uploaded to a central secure SharePoint site maintained by the Office of the Provost (web address to follow later) by the same date.*