

SCHOOL OF MANAGEMENT ANNUAL FACULTY REVIEW POLICY

Policy Owner: Dean

Policy Review: Academic Planning and Policy Committee

Why do we have this policy?

To ensure faculty have development plans and receive annual performance feedback.

What is the policy?

Every faculty member will be formally evaluated each year. This evaluation will be based on the Workload Policy and the three-year development plan of each faculty member.

What are the procedures?

- 1) Faculty members will be asked to turn in by February 28th of each year an updated career plan (please refer to the School's Workload Policy), a report summarizing activities since the last report, and an up-to-date vita (the report and the vita provided to the Provost will be used).
- 2) The Dean will meet with the Senior Associate Deans and the appropriate Area Coordinator to discuss the record and the accomplishments of the faculty member in each Area. Following this meeting, the Dean will meet with the faculty member and provide a brief written evaluation and discuss the faculty member's progress towards the agreed upon goals in the career plan. The faculty member will sign this written evaluation to acknowledge that they have received the evaluation. They will also be given an opportunity to respond verbally as well as in writing to this evaluation. This meeting will take place no later than May 1st.
- 3) When and if a merit increase pool is provided to the School, the Dean will determine annual merit raises based on this evaluation of the faculty member.

Scheduled Activities

Month	Activity	Completion Date
January	Issue memo initiating annual faculty review.	First day Spring semester.
February	Collect faculty annual reports.	February 28
March	Meetings, Associate Dean and Area Coordinators. Meetings with faculty.	ongoing
April	Meetings with faculty	May 1