


MEMORANDUM

TO: College of Humanities Heads and Directors

FROM: Kimberly Jones, Vice Dean 

DATE: December 6, 2018

RE: **Annual Performance Review Process for CY 2018**

I am writing to notify department heads that the annual performance review (APR) process for all faculty should be initiated as soon as possible for Calendar Year 2018.

The following faculty members should receive annual performance reviews:

- Tenured faculty
- Tenure-eligible faculty
- Career-track faculty (including all lecturer, instructor, and professorial titles with this designation)

Nontenure-eligible faculty (including those with “adjunct” and “visiting” in their titles and those on a part-time or limited term status) do not require reviews unless department heads would like to complete them.

Reviews of faculty with split appointments are carried out in the primary department but should include input from the secondary department.

As you know, the APR process uses the UA Vitae system as a centralized activity tracking tool for merit assessment purposes.

Please use the following guide/timeline as a reference for documenting and performing each faculty member’s APR. Departments may deviate from the dates suggested in this memo (e.g., earlier UA Vitae activity input deadlines, extended peer review committee deadlines) as long as reviews are completed by May 14, 2018.



Required Documentation	Notes/Updates	Deadline for Submittal
<p>A Workload Assignment/Agreement</p>	<p>Faculty members can enter their workload information into UA Vitae under Activities Workload Distribution.</p> <p>Department heads can view workloads electronically via UA Vitae as part of the evaluation process.</p> <p>Please note that <i>Summary of Faculty Workload Assignment</i> forms are no longer required. However, forms are available on the COH website if departments would like to use them. If department guidelines call for signed workload forms in lieu of what is in UA Vitae, these should be uploaded. Workload agreement percentages in UA Vitae should match any forms/agreements issued outside the system.</p>	<p>February 1, 2018</p> <p>Faculty are encouraged to enter their information throughout the year. At the latest, all faculty should enter their past year's activities by February 1st.</p>
<p>An Activity Review Summary/Report outlining the individual's performance in the categories of teaching, research and service during the past year.</p>	<p>The UA Vitae systems gives faculty the opportunity to document their performance in each of these areas annually. Additionally, departments can elect to have faculty members provide an Annual Review Narrative in the system.</p> <p>If department-specific guidelines call for supplemental summaries outside of the UA Vitae system, these must be uploaded.</p>	
<p>Teacher-Course Evaluations (TCE's) in all classes for the prior year.</p>	<p>TCE's are already available in UA Vitae. Each faculty member should verify their course list in UA Vitae prior to Reading Day each semester. If there are errors, please contact your course scheduling coordinator to have the information corrected with Room & Course Scheduling.</p>	

Required Documentation	Notes/Updates	Deadline for Submittal
<p>Departmental Peer Review Committee's Recommendations</p>	<p>Peer review committee ratings and narratives should be entered in the UA Vitae system by utilizing its evaluation forms and/or by uploading letters provided by the committee.</p>	<p>February 28, 2018</p> <p>The department/program peer review committee, guided by unit guidelines and by the COH APR Criteria, should complete its deliberations and make its recommendations to the department head by the end of February.</p>
<p>Department Head's Evaluation</p>	<p>Similar to peer review evaluations, ratings and comments by department heads should be captured in UA Vitae either by utilizing the system's evaluation forms and/or by uploading related documents (e.g., letters).</p> <p>If departments opt to use documentation outside of the UA Vitae system, those documents will require signatures by both the faculty member and the reviewer. Otherwise, it is the collective responsibility of both faculty members and department heads to utilize UA Vitae to view/acknowledge their evaluation materials. The final evaluation will become a part of the faculty member's departmental records.</p>	<p>April 12, 2018</p> <p>Department heads should complete preliminary annual performance reviews by utilizing UA Vitae and/or by providing them with written evaluations no later than April 12th.</p> <p>Faculty members may provide comments either in writing or via UA Vitae in advance of their in-person meeting.</p> <p>Upon receipt of the department head's preliminary annual performance review, the faculty member may waive the right to a meeting with the head or director by notifying them in writing.</p> <p>May 14, 2018</p> <p>The department head/director will meet with each faculty member no later than May 14th (unless waived) to discuss:</p> <ul style="list-style-type: none"> • the results of the peer review's evaluation (if requested), • the head/director's evaluation, • workload assignment, • and expectations for the upcoming year. <p>In accordance with UHAP requirements, if a faculty member is tenure-eligible, their APR will include a summary/discussion of their progress toward promotion and tenure.</p>

I ask that you please keep the following points in mind as you conduct the APR process.

1. Please refer to the COH Common Elements Plan regarding the annual performance review of **tenure-eligible faculty** in your unit.
2. COH procedures specify that **performance reviews consider the past five calendar years' work** in teaching, research and service (or time since initial appointment for faculty members appointed less than five years ago).
3. **Every faculty member, including those on sabbatical must be reviewed.** Departments should evaluate sabbatical work in terms of workload assignment (as a percentage of overall workload) for the year under review. In most cases, sabbatical work constitutes a 100% research assignment for the period during the leave, or some combination of research and service.
4. As it relates to **workload**, the *COH Criteria for Annual Performance Review and Post-tenure Review* (Section 3, Items 3.4 and 3.5) explains:
 - 3.4. In some cases faculty members will have **responsibilities that differ from the 40-40-20 norm**, for example, when they are on sabbatical or leave, have significant administrative assignments, or make other arrangements with the department or program head. When faculty have such arrangements, the formula for arriving at an overall score will be adjusted accordingly.
 - 3.5. Any negotiated variation from the 40/40/20 allocation should be noted and explained in the annual review of each faculty member.
5. Performance review **outcomes**:
 - All faculty members who are found to be performing overall at satisfactory levels in the annual performance review are eligible for salary increases and other rewards which may exist or be established at the departmental, college, or university levels. (UHAP 3.2)
 - Faculty who receive unsatisfactory ratings in two or more areas of responsibility in one performance review will automatically receive an overall rating of unsatisfactory.
 - Faculty who fail to provide the documentation necessary for the annual review will automatically receive an overall rating of unsatisfactory.
 - Please refer to the following UHAP policies regarding faculty who receive unsatisfactory ratings:
 - [UHAP 3.2.04](#): Unsatisfactory Ratings of Career-Track and Tenure-Eligible Faculty
 - [UHAP 3.2.05](#): Unsatisfactory Ratings of Tenured Faculty
6. Faculty members who disagree with their annual performance review may follow the appeal process outlined in [UHAP 3.2.03](#)

Attachments (also found at <https://humanities.arizona.edu/faculty/annual-performance-reviews>):

1. COH Criteria for Annual Performance Reviews
2. COH Common Elements Plan for Conducting Formal Assessment of Progress Toward P&T in the APR

For additional information regarding university-governed processes, please refer to the following links:

1. Vice Provost for Faculty Affairs: Annual Performance Reviews and Post-tenure Reviews
<https://facultyaffairs.arizona.edu/content/annual-performance-review>
2. ABOR 6-211: <https://public.azregents.edu/Policy%20Manual/6-211-Evaluation%20of%20Faculty.pdf>
3. UHAP 3.2: <http://policy.arizona.edu/employmenthuman-resources/annual-performance-reviews-faculty>