

March 6, 2024

## MEMORANDUM

**TO:** College of Health Sciences Faculty

**FROM:** Sarah Kerckmar, Ph.D., Department of Health & Clinical Sciences  
Phillip Gribble, Ph.D., Department of Athletic Training & Clinical Nutrition  
Anne Olson, Ph.D., Department of Communication Sciences & Disorders  
Patrick Pabian, Ph.D., Department of Physical Therapy  
Virginia Valentin, DRPH, Department of Physician Assistant Studies

**RE:** 2023-2024 Faculty Performance Review

During the second year of the biennium, university policy requires that only faculty without tenure be evaluated. Those with tenure may choose to do so, but it is not required. The Provost's Office describes the evaluation of faculty performance as "one of the most important activities that educational unit administrators, working in close collaboration with deans and others, are asked to undertake" The Faculty Performance Review process provides faculty with a mechanism for self-assessment and planning for professional development; affords the opportunity for faculty and the Department Chair to recognize the faculty member's professional contributions and accomplishments, discuss expectations for future performance, and identify strategies for meeting career goals; provides an important source of information for the promotion and tenure review process; and assists the Dean in making decisions about merit pay, when available.

**This is the second year of the review process adjustment to follow the academic year instead of the calendar year. Please note that we have adjusted timelines to better accommodate faculty and chair scheduling and concordance with DOE planning. Faculty are being evaluated based on performance in Academic Year 2023-2024.**

To begin the process, ALL faculty members must submit an updated curriculum vitae (CV) to the staff member assigned to your Department (see below) by **March 22, 2024** and have their materials updated in Faculty Success (fka, Digital Measures). Staff members will be assisting with data entry into Faculty Success although all faculty have access to Faculty Success if they prefer to update their data themselves.

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### Preparing for Submission

1. Submit an updated (through June 30, 2024 if possible) electronic CV to the staff member assigned to your department by **March 22, 2024**. (You have already received this request from Jamie Cress)
2. Once entered into Faculty Success, the staff member will send you a copy of the draft FPR for you to compare with your CV. **It is very important that you review this document and provide corrections if needed.**
  - a. Any changes or updates should be sent back to the staff member so that a final draft FPR report will be available for you to use by **April 12, 2024**.
3. **If you wish to have someone outside your unit provide evaluative information to your Chair, please notify your Chair of that request by April 12, 2024 so that a request can be made.**

## Packet of Materials

Faculty members should submit the following materials to the Department Chair by **May 20, 2024**.

1. *Faculty Performance Review Report*. **As above, the faculty member is responsible for reviewing the report and making all needed changes on the report electronically.**
  - a. The faculty member should include specific information under Faculty Comments to give relevant details in each section.
  - b. The report should be submitted to the Chair electronically along with supporting documentation, as described below **and as desired by each Chair**.
  - c. The Chair will use this document as the basis for the FPR, adding their comments and ratings
2. *Updated Teaching Portfolio*. The Teaching Portfolio should be a historical record of teaching to include the required information. In addition to any updated Teaching Philosophy, please follow these guidelines regarding the inclusion of Teacher Course Evaluations (TCEs):
  - a. **Electronic TCEs should only be included if requested by Chair. (Note: University TCEs are already available to each Chair.** If there are other evaluations, these should be submitted if requested.)
  - b. For classes with fewer than 5 students, faculty may provide alternative evidence of evaluation of teaching such as peer review, informal written evaluations, evaluations provided by experts (e.g., CELT personnel), etc.
  - c. We continue to suggest you consider alternative assessment such as peer review, as an addition regardless of class size.
3. You may request that your Chair seek feedback from individuals outside the unit as appropriate. Note the due date for such requests is April 12.
4. Diversity, Equity, Inclusion, and Belonging. While this is not a required section, contributions to diversity, equity, and inclusion are included in possible evidences for promotion in each of the faculty title series within departments in CHS. Please use this area to describe how you contributed to a sense of belonging over the review period in any areas. You may also (or instead) include this in faculty comments for particular sections where appropriate.
5. Supporting documentation and materials. Faculty may choose to include example(s) of research or creative activity and other information relevant to the review as desired, however the FPR document should already reflect the items **found on your CV, so additional documents may not be needed.**

**NOTE: ONLY electronic documentation may be submitted. Please aim to be thorough, but concise. Also note that some Department Chairs may make minor adjustments to the schedule below.**

### Due Dates for the Review Process:

Date	Activity
March 22, 2024	Submit an updated (through June 2024 if possible) electronic CV to the staff member assigned to your department.
April 12, 2024	Final date for <u>faculty</u> member to submit requests to Chairs <b>for input from individuals outside the unit as appropriate</b> (e.g., supervisor for those in clinical practice). Requests should include the name and best contact mechanism so that the Chair can seek input from these individuals.
April 12, 2024	Deadline for staff member or faculty member to update entries to Faculty Success for and review preliminary FPR. Faculty members should notify staff so that Faculty Success may be updated. You will receive a final copy of the document once changes have been made.
April 26, 2024	Final date to submit corrections on FPR form through your staff Faculty Success rep.
May 20, 2024	Final date for <u>faculty</u> member to submit packet to Chair, including electronic copy of

	FPR. <i>NOTE: FPR can be updated at any time up to submission.</i>
June 7, 2024	Deadline for <b>Chair</b> to review the materials, recommend a rating, and submit final FPR for review by Deans Office, by uploading into secure Chair share drive.
June 17-June 30, 2024	Meetings between <b>Chair</b> and <u>faculty</u> members held to discuss final review.
July 5, 2024	Final date for <u>faculty</u> member to submit signed review to <b>Chair</b> or request an appeal unless Chair and faculty member agree on a different date.
July 15, 2024	Deadline for Department <b>Chair</b> to send all <b>signed</b> FPRs to Dean's Office for Standard Personnel Files.

**Appeals Process:**

Should the faculty member not agree with the evaluation, he/she should follow the procedure for appeals outlined in the CHS Appeal Process.

**Resources:**

All resources listed below are found under the *Faculty Performance Review* tab on the [Office of Faculty Advancement and Clinical Engagement](#) website.

Summary information about the CHS Annual Performance Review policies, including the Appeal Process, may be found in the [CHS Faculty Handbook](#).

<b>Resources</b>
<ul style="list-style-type: none"> <li>• <a href="#">Administrative Regulation for FPR 3:10</a></li> <li>• <a href="#">Provost Memo</a></li> <li>• CHS FPR Instructions (see website)</li> <li>• CHS FPR Form (you will receive)</li> <li>• CHS FPR Appeal Process (see website)</li> <li>• <a href="#">Teaching Portfolio</a></li> <li>• CHS Teacher Course Evaluation Policy</li> <li>• <a href="#">UK Teacher/Course Evaluation Policy</a></li> <li>• <a href="#">UK Teacher Course Evaluation Tips</a></li> <li>• Outside Recommendation Feedback Requests (see website)</li> <li>• <a href="#">Understanding UK's TCE Reports</a></li> </ul>

**For more Information:**

Please contact your Department Chair.