Principles for Developing and Conducting Annual Faculty Evaluations

Below are the principles adapted from those guiding annual evaluations for the College of Human Medicine. They can serve as a starting point for MSU having clear, consistent principles for creating unit evaluations.

1. Annual review policies and procedures should be described in an Annual Review Policies and Procedures document, or in the academic unit's bylaws.

2. Written annual review criteria and procedures should be developed with and approved by unit faculty and reviewed at least every five years.

3. All faculty should be evaluated on an annual basis, and results should be documented by a written letter from the chair/unit leader to each faculty member.

4. Annual review letters and supporting documentation should be kept in faculty member's personnel file.

5. Annual reviews should be reflected in the awarding of merit salary increases and in reappointment, promotion, and tenure decisions.

6. Annual review criteria and procedures should be consistent with the relevant University and College promotion (and tenure) review categories.

7. Annual review criteria and procedures should be provided at time of employment and readily available to faculty upon request.

8. Annual review criteria should be stated in language that is unambiguous, observable and measurable.

9. Annual review procedures should be completed in a timely manner such that the evaluation letter is provided within 3 months of the evaluation and before the beginning of Fall Semester.

10. Faculty should submit an annual activity summary for the categories of review as well as supporting documentation.

11. Annual reviews should be conducted by the chair, unit leader, or peer a review committee as determined by the unit faculty.

12. Faculty should have the option of appealing the annual review outcomes by providing additional documentation or meeting with unit leader.
From the MSU Faculty Handbook: Section IV

I. Principles

While some variation may occur in the approach to reviews, the following principles as implemented by unit procedures are to be followed by unit administrators (i.e., Deans, Chairpersons and Directors) and faculty. In the case of faculty with joint appointments, a lead unit administrator shall be designated. The process should be clearly defined by the bylaws or established personnel policies and procedures of each academic unit.

A. Each tenure system faculty shall be evaluated on an annual basis and informed in writing of the results of his/her review by the unit administrator.

B. Each unit shall have clearly formulated and relevant written performance criteria and shall provide these at the time of appointment, and subsequently as necessary, to all faculty to clarify expectations.

C. Faculty shall be informed of all factors used for evaluation, the evaluation of their performance on each of these factors and the relationship between their performance and decisions on merit salary adjustments and, if appropriate, on reappointment, promotion and tenure. Faculty are entitled to have all their assigned duties given weight in the evaluation.

D. These annual assessments of faculty reviews shall be reflected in recommendations to the Provost's Office regarding reappointment, tenure, and promotion.

II. Guidelines for Implementation

A. Units should initiate the annual review process early enough so that the full process, including feedback to faculty, may be completed before the beginning of the fall semester.

B. Each faculty member shall submit a written summary of activities for the appropriate period of time to the unit administrator in a timely manner prior to the review. These materials will be shared with the faculty in accordance with unit bylaws and procedures.

C. If unit bylaws or procedures provide for performance evaluation by peer review committees, unit administrators shall rely on the advice of this designated group, in addition to their own judgment.

D. Unit administrators or their designees, no later than 3 months after completion of the evaluation, shall provide to the faculty member a written evaluation of her/his overall performance. Whenever appropriate, such evaluations shall contain constructive and explicit recommendations and clarify expectations of what is needed to make additional scholarly progress in the tenure system.

E. If, after receiving the written review, the faculty member disagrees with its content or chooses to provide additional documentation or comment, the faculty member shall have an opportunity to respond to the review. Any additional written faculty comment and/or documentation which is submitted within one month of receipt of the written review shall become part of the documentation for the review.

F. The full documentation for this written review, including the faculty member's response, shall be placed in the faculty member's unit personnel file.

G. Meetings between faculty members and unit administrators are encouraged prior to the written summary to provide feedback about expectations and evaluation. Each faculty member shall have the right to meet in person with the unit administrator or designee after the written review is received.