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## Annual Review Memo and Forms 2015-2016

UNO Office of Academic and Student Affairs University of Nebraska at Omaha

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**TO:** All Faculty

**FROM:** B. J. Reed, Senior Vice Chancellor, Academic and Student Affairs

**SUBJECT:** Annual Review of Faculty Performance (2015)

**DATE:** January 4, 2016

It is time to begin our review of performance for the past year. In 1983 UNO instituted a modified annual review of faculty performance. The guidelines for this review were developed by the then Office of Academic Affairs after a series of discussions with the Faculty Senate Executive Committee. Subsequent to the initial plan, several faculty members suggested revisions and the final outline of these procedures was distributed to all faculty on April 21, 1983.

Although detailed instructions and forms are included in the materials attached to this memorandum, a summary of the procedures and specific deadlines may be helpful. These are as follows:

- (1) The procedure applies to all faculty members, regardless of FTE, who have been appointed for the 2015-2016 academic year. Part-time faculty who are appointed on a semester-to-semester basis are excluded. However, full-time faculty appointed for the second semester and continuing for 2016-2017 are included.
- (2) All faculty to whom this procedure applies are to complete or create the Annual Report of Faculty Performance **and** Annual Report of Faculty Objectives. These documents are labeled Attachments I and II. All faculty are **required** to use the DigitalMeasures system to generate their annual review documentation. The Annual Review forms have been uploaded into the DigitalMeasures system and faculty can run a custom report in MS Word format that can then be edited and circulated through the normal processes.
- (3) These completed forms must be submitted to your department chairperson/school director no later than February 15, 2016.
- (4) Each department chairperson/school director is responsible for completing an Annual Assessment of Faculty Performance **and** an Annual Assessment of Faculty Objectives for each faculty member in the department/school. These documents are labeled Attachments III and IV. These assessments should be completed no later than March 18, 2016. Faculty members should sign the assessment form before it is sent to the dean's office. (The dean completes these for department chairpersons/school directors.)
- (5) The completed Annual Report of Faculty Performance **and** Annual Assessment of Faculty Performance (Attachments I and III respectively) for each faculty member are due in the dean's office no later than March 18, 2016.

- (6) Each department chairperson/school director is responsible for documenting the consultation procedures utilized in preparing annual assessments. Attachment V should be used for this purpose and must be submitted to the dean no later than March 18, 2016. (The dean is responsible for this process for department chairpersons/school directors.)

Consistent with existing campus policies and practices regarding reappointment, promotion and tenure policies, the Office of Academic and Student Affairs encourages units to also utilize varied measures of teaching effectiveness, including the complete results of course evaluations, in the annual review process.

- (7) The completed report and assessment of faculty objectives are retained by the department chairperson/school director as an aid to next year's assessment of performance. Similarly, the annual report and assessment of objectives completed last year (and retained by the department chairperson/school director) may be useful in completing this year's assessment of performance. (The dean will retain the completed report and assessment of department chairpersons/school directors.)

Department/School recommendations for salary increases based upon satisfactory performance shall be forwarded to the respective College/Library Deans and communicated to UNO AAUP members not later than April 1, 2016.

Attachments

# UNIVERSITY OF NEBRASKA AT OMAHA

## ANNUAL REVIEW OF FACULTY PERFORMANCE AND OBJECTIVES

### A. Faculty Annual Review Forms

1. Each faculty member shall complete faculty annual review forms (Attachments I and II). These forms provide spaces for (1) a summary of activities and accomplishments in teaching, research, and service during the current academic year **including activities from January 1, 2015 through December 31, 2015**; and (2) a list of objectives to be accomplished during the following year.
2. The amount of documentation included with the annual review is a perennial question and depends, in part, on departmental/school policies and expectations. Generally speaking, it is sufficient to describe concisely an activity or accomplishment, indicate its significance, associated dates and in the case of publications, provide a proper bibliographic reference.
3. Examples of objectives that might be listed on the annual review form are completion of a manuscript, preparation of a new course syllabus, teaching an honors colloquium, establishment of a new line of research, writing a grant proposal, implementation of a new public service or community engagement project, etc. Whenever possible, please indicate how objectives listed for the following year relate to long-term individual or departmental/school objectives.

### B. Faculty Assessment Forms

1. The faculty annual assessment forms provide for a retrospective evaluation of activities and accomplishments during the previous year and a prospective view of plans for the following year. The prospective view may include such factors as the quality of planned activities, the extent to which plans are in accord with departmental/school priorities and objectives, etc. The prospective view also might indicate areas of needed improvement.
2. The department chair/school director shall be responsible for preparing faculty annual assessment forms (Attachments III and IV) for each member of the department/school. The focus of this assignment shall be the identification of strengths and areas of concern regarding previous performance and proposed plans. The dean of the college is responsible for preparing the faculty annual assessment forms (Attachments III and IV) for all chairpersons/directors.
3. Department/school faculties shall have the opportunity to advise the chairperson/director regarding the assessments. This advice shall be provided in accordance with procedures selected by the department/school (e.g., solicitation of evaluative comments from all faculty members or from members of a departmental/school personnel committee, individual self-assessments, etc.), or, the department/school may elect to authorize the chairperson/director to prepare the assessments without faculty advice. A description of the process utilized for

providing faculty advice to the chairperson/director regarding annual assessments shall be provided by the chairperson/director on the appropriate form (Attachment V).

4. The chairperson/director shall communicate the results of the departmental/school assessment to the individual. The individual shall sign the assessment form to indicate that he or she has reviewed the assessment. If the faculty member disagrees with the assessment, he or she may provide a written response. This written response should be submitted to the dean within 10 days following the deadline for the receipt of assessments. A copy of the departmental/school assessment shall be provided to the faculty member.
5. The annual report and assessment of performance (Attachments I and III) shall be forwarded to the dean, who may concur in the chair's/director's evaluation or provide additional comments. If the dean has made additional comments, they shall be forwarded through the chairperson/director to the faculty member for acknowledgment and possible response.
6. The annual report and assessment of objectives (Attachments II and IV) shall be retained by the department chairperson/school director; they are not forwarded to the dean for review. The only exception to this would be for department chairpersons/school directors. (See point #2).
7. Copies of all annual report and assessment forms shall be maintained in the department's/school's personnel files. The dean's office shall maintain a copy of the assessment of performance form, together with any responses or comments that may have been appended.

**UNIVERSITY OF NEBRASKA AT OMAHA**

**Office of Academic and Student Affairs**

**ANNUAL REPORT OF FACULTY PERFORMANCE**

Name \_\_\_\_\_ Department/School \_\_\_\_\_  
Summary of Activities and Accomplishments in Teaching, Research, and Service for 2015  
including activities from January 1, 2015 through December 31, 2015:

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/s/ Faculty Member

Date

**UNIVERSITY OF NEBRASKA AT OMAHA**

**Office of Academic and Student Affairs**

**ANNUAL REPORT OF FACULTY OBJECTIVES**

Name \_\_\_\_\_ Department/School \_\_\_\_\_

Summary of Principal Objectives for the next Year (January 1, 2016 through December 31, 2016):

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/s/

Date

**UNIVERSITY OF NEBRASKA AT OMAHA**

**Office of Academic and Student Affairs**

**ANNUAL ASSESSMENT OF FACULTY PERFORMANCE**

Name \_\_\_\_\_ Department/School \_\_\_\_\_

Assessment of Performance for 2015 including activities from January 1, 2015 through December 31, 2015:

Concur  Comments Attached

\_\_\_\_\_  
/s/ Chairperson/Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
/s/ Dean

\_\_\_\_\_  
Date

Pursuant to Section 4.6 of the Regents Bylaws, and Section 3.4 of the Collective Bargaining Agreement between the Board of Regents and UNO's AAUP Chapter, I have had the opportunity to examine the material submitted with this assessment and understand that I have the opportunity to submit documents and/or written comments, which I feel should be considered. (These additional documents and/or written comments should be submitted to the dean no later than ten (10) days after the deadline for the receipt of this assessment.)

\_\_\_\_\_  
/s/ Faculty Member

\_\_\_\_\_  
Date

**UNIVERSITY OF NEBRASKA AT OMAHA**

**Office of Academic and Student Affairs**

**ANNUAL ASSESSMENT OF FACULTY OBJECTIVES**

Name \_\_\_\_\_ Department/School \_\_\_\_\_

Assessment of Objectives for the Next Year (January 1, 2016 through December 31, 2016):

\_\_\_\_\_  
/s/ Chairperson/Director                      Date

Pursuant to Section 4.6 of the Regents Bylaws, and Section 3.4 of the Collective Bargaining Agreement between the Board of Regents and UNO's AAUP chapter, I have had the opportunity to examine the material submitted with this assessment and have had the opportunity to submit documents and/or written comments, which I feel should be considered.

\_\_\_\_\_  
/s/ Faculty Member                              Date

**UNIVERSITY OF NEBRASKA AT OMAHA**

**Office of Academic and Student Affairs**

**SUMMARY OF DEPARTMENT/SCHOOL PROCEDURES FOR CONDUCTING  
2015 FACULTY ANNUAL ASSESSMENTS**

Department/School \_\_\_\_\_

Description of consultation procedures utilized in preparing annual assessments for 2015.

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/s/ Chairperson/Director

Date