

Annual Performance Review Process
Spring 2018 Reviews for the 2017 Calendar Year

- Faculty are to upload their CV's in FAS by December 1, 2017. If there are changes to a CV between December 2nd and Dec 31st, the updated CV's need to be uploaded by January 4, 2018.
- Faculty are to complete the entire FAS Report and upload Course Evaluations by February 1, 2018.
- Faculty reviews are conducted by one member of the ARPT. Each ARPT member will be randomly assigned to review faculty based on the "*Criteria for Appointment, Reappointment, Promotion and Tenure for Regular Tenure Track and Nontenure Track Faculty Members*".
- Each ARPT member is asked to draft a one-page review letter on their assigned faculty addressing contributions related to excellence in teaching, research and service. Templates are used.
- ARPT committee meets with the Program Directors during the first week of March to gather input on teaching.
- The overall ARPT Performance Review meeting is scheduled for the third week in March. Each ARPT member is asked to bring their laptop – outlets will be provided. Each ARPT member will present their review of the assigned faculty member and ask for input from other ARPT members regarding the message and recommendations. Reviews will be ordered by rank and tenure vs. non-tenure.
- ARPT review letters are finalized and are not to exceed one page.
- Each ARPT member is asked to schedule a 30-minute meeting with their assigned faculty to review performance. These meetings will be scheduled in April following the ARPT Performance Review meeting.
- Faculty review meetings may be scheduled in the office of the ARPT member or the Dean's Conference room when available.
- After a faculty review has been completed, the ARPT member will send a copy of the final review letter to the Dean's Executive Assistant. Upon receipt of the letter, the Dean will hold a 15-minute meeting with each Assistant, Associate and Full Professor.
- Faculty interested in applying for promotion are to announce their intent to the Dean by Monday, May 1st.

Third and Sixth Year Pre-tenure Reviews

- For faculty undergoing their third and sixth year pre-tenure reviews, a primary and a secondary reviewer will be assigned to review their materials. The primary reviewer will present the materials at the overall ARPT Performance Review meeting, make recommendations to the committee and ask for additional input.
- The primary reviewer will be responsible for drafting the letter with input from the secondary reviewer.
- The two ARPT reviewers will meet with the faculty member to review the ARPT's review and recommendation for promotion and/or tenure.
- After the pre-tenure reviews have been completed, final copies of the review letters will be sent to Tiffany Cooper. Dean Kerr will then hold a 15minute meeting with each faculty member under review.