

## **REVIEW PROCEDURES**

### **Procedures for Administrative Annual Review and Faculty Peer Review**

#### **Objectives of Review**

The most important objective of the annual review process is to provide a basis for professional improvement and development. In addition, the annual review process is intended to provide a basis for identifying ways in which USCS can support faculty members in professional growth and development. Finally, the annual review is used to provide a basis for faculty and administrative decisions on merit salary, promotion, retention, and tenure.

#### **Criteria for Review of Teaching Faculty**

In all schools and divisions the basis for administrative annual review and for faculty peer review are the promotion and tenure criteria of (1) teaching effectiveness, (2) university service, community service, or service to the profession, and (3) scholarship, creativity, or research. Teaching effectiveness is to receive the major emphasis in all schools and divisions. All faculty are expected to reach and maintain a high level of teaching effectiveness. Individual differences and strengths in meeting other criteria are to be recognized and encouraged.

Student opinion surveys are required documentation for the reviews in all schools and divisions. Each faculty member may develop additional methods of documentation. Non tenure track faculty members will be evaluated according to conditions of employment.

The annual review evaluation form is the same for all academic units. The peer review evaluation form is the same for all academic units. These forms include definitions of evaluation terms. The post tenure review evaluation form is the same for all academic units.

#### **Review Files**

The review files of the faculty members being reviewed are kept in the college/school/division chair secretary's office and are to be read in a private area in that school or division.

## **Administrative Annual Review of Faculty**

### **Faculty to be Reviewed**

All full-time faculty members at USCS will be evaluated annually by the rating administrator. For faculty members completing their first year of service; the review, including the interview, must be completed by March 1. For remaining faculty, the review, including the optional interview, must be completed by March 31.

Faculty members are responsible for establishing and maintaining a current performance file for use in the review process. All such files created for review processes are mutually exclusive from other personnel files.

### **Responsibilities of the Dean in Annual Review**

The dean provides each faculty member a copy of the annual review objectives, criteria, procedures, and forms. The procedures are the following:

In the college/school with more than one academic unit, the dean requests that each division chair provide recommendations for faculty annual evaluations. Before consulting with the dean, the appropriate division chair meets with each faculty member to discuss a recommendation to the dean on annual review. The recommendation is provided for the dean's use on a copy of the annual review form; it is signed by the faculty member (signatures do not necessarily mean agreement with the recommendation). The division chair forwards the recommendation to the dean. After the dean has received the recommendation, the dean may meet with the division chair to discuss the recommendation.

A faculty member or a dean may request an annual review interview. At the interview (or at additional meetings before the end of the year), the dean and the faculty member discuss past performance, establish future goals, and consider the ways in which USCS may help to contribute to improved performance and meeting future goals. The dean and the faculty member sign the completed evaluation form to show that a review has occurred. The dean provides the faculty member with a copy of the evaluation.

Within ten working days of the joint signing of the annual review form, a faculty member may request from the dean a written explanation of the evaluation. This explanation must be provided within ten working days from the time the request is received. The faculty member may write a response to the review and to the dean's explanation of the review within ten working days after receiving the explanation. All responses are signed by both parties to indicate that they have seen the responses. The reviewer's signature does not necessarily imply that the reviewer agrees with the response. The dean's explanation and the faculty member's response are forwarded along with the

dean's evaluation to the Vice Chancellor for Academic Affairs.

If the Vice Chancellor for Academic Affairs or Chancellor disagrees with the dean's evaluation, the Vice Chancellor for Academic Affairs or Chancellor must inform the dean and the faculty member in a letter. The letter explains the rationale for the disagreement.

### **Appeal of Administrative Annual Review**

If disagreement between the faculty member and the rating administrator over the annual review cannot be resolved, the faculty member may request a review from the peer review committee of the school or division. At its option, the peer review committee may forward, without comment or prejudice, any appeal to the Promotion and Tenure Committee. In this case, the evaluation of the peer review committee or Promotion and Tenure Committee is forwarded by the committee chair to the Office of the Vice Chancellor for Academic Affairs. Within ten working days, the Vice Chancellor for Academic Affairs, on the basis of the information submitted, will make a determination of the annual review. Copies of the Vice Chancellor for Academic Affairs review are forwarded to the faculty member, to the administrator in question, and to the chair of the peer review committee.

In the case of an appeal of annual review to the faculty peer review committee or, if the appeal is forwarded, to the Promotion and Tenure Committee, a faculty member may not ask the Grievance Committee to substitute its judgment for the qualitative professional judgment of the peer review committee or the Promotion and Tenure Committee which has already reached a decision on the matter in question. The Grievance Committee has authority only to review the process leading to the action or decision in question. Its function in this case is limited to determining whether procedural due process was followed, whether academic freedom was respected, and whether or not discriminatory, arbitrary, or unreasonable practices contributed to the decision in question.

Faculty who are members of the peer review committee and who are making an appeal to the committee, must resign from the committee. Faculty of the school or division elect a replacement.

### **Publication of Annual Review Rankings**

The Office of the Vice Chancellor for Academic Affairs publishes for each school and division and for the university as a whole a distribution of all administrative rankings. This distribution is to be distributed to all faculty and all administrators with faculty supervisory responsibilities by the end of the spring

semester. The distribution may be used by the Promotion and Tenure Committee in its deliberations on requests for promotion and/or tenure.

## **Faculty Peer Review**

### **Faculty to be Reviewed**

All tenure track faculty members normally teaching six semester hours or more will be reviewed by their peers at least every six years. In addition, faculty teaching fewer than six hours each semester are subject to review if being considered for promotion and/or tenure. The list of faculty to be reviewed within each school or division should be kept in each dean's office where it is available to the faculty.

Tenure track faculty members employed by USCS are reviewed during their first year, their third year, and their penultimate year by the Peer Review Committee. For faculty completing their first year of teaching, the review must be completed by February 20 (June 8 for a second semester appointment); for faculty completing their third year of teaching, the review must be completed by November 23 (March 23 for a second semester appointment). For faculty undergoing the mandatory post tenure review, the review must be completed by March 9. For library faculty members, all peer reviews must be completed by March 9.

Faculty members being considered for promotion and/or tenure are evaluated during the fall semester of that year at a time appropriate to meet Promotion and Tenure Committee deadlines. Other faculty members are evaluated early during the second semester of their evaluation year.

Any faculty member may request an evaluation by the peer review committee during any semester.

### **Membership of the Peer Review Committee**

For purposes of review for promotion and/or tenure each peer review committee consists of no fewer than five tenured members elected by the academic unit. For Post Tenure Review one member must be external to the academic unit. If a school or division has an insufficient number of tenured faculty members available for service on the committee, the faculty will elect tenured faculty members from another voting unit. Committee members are to

be elected during the first school or division faculty meeting in the fall. To insure

continuity, at least one committee member should carry over from the previous year's committee.

Faculty members who are (1) in their first three years of employment at USCS, (2) seeking promotion and/or tenure, or (3) requesting peer review, (4) serving on the Promotion and Tenure Committee, (5) subject to post tenure review, or (6) administrators responsible for conducting reviews within a school or division are not eligible to serve on the peer review committee.

### **Responsibilities of Peer Review Committee Members**

Each committee member examines the annual review file or the post tenure review file of each faculty member being reviewed and completes an evaluation form for each individual. These separate reviews are not to be signed.

The responsibilities of the Peer Review Committee in evaluating candidates for promotion and tenure can be found under the Promotion and Tenure Regulations.

It is required that committee members provide written comments concerning each section of the review form to support their evaluation.

Each committee member is responsible for keeping confidential the contents of the annual review files, individual evaluations, and the summary review sheets.

### **Responsibilities of the Peer Review Committee Chair**

The chair informs faculty members to be considered for promotion and tenure of the peer review deadlines and the guidelines for file preparation. These guidelines are the same as those required for promotion and tenure file preparation.

The chair informs all other faculty seeking review by the peer review committee of committee deadlines at least 30 days prior to the deadline for submitting annual review files.

The chair indicates to the committee members the names of faculty to be reviewed and also distributes the calendar, directions pertaining to the review, and the appropriate review forms to the committee members prior to the review procedure.

Only the chair, acting on behalf of the committee, may request additional

information from the faculty member being evaluated.

The chair, in conjunction with the committee, edits a summary review for each faculty member being evaluated. A tally of the number of individual letter evaluations should be recorded on the final summary review sheet.

The chair is responsible for seeing that the summary review is signed and dated by each member of the committee, thus indicating that each member has seen the summarized comments. If disagreement arises over the summarized comments, the chair is responsible for rewriting the summary until agreement is reached or for enclosing each individual's written comments as the summary statement.

The chair is responsible for sending the summary review sheet to (1) each faculty member reviewed, (2) the Promotion and Tenure Committee for faculty members being considered for promotion and/or tenure, and (3) the faculty member's immediate supervisor, dean, and Vice Chancellor for Academic Affairs.

Both the individual review sheets and the summary review sheet are sent to the Office of the Vice Chancellor for Academic Affairs. Both the individual review sheets and the summary review sheet are confidential. Only the summary sheets are accessible to the faculty member reviewed, the Promotion and Tenure Committee for faculty being considered for promotion and/or tenure and the faculty member's immediate supervisors, dean and the Vice Chancellor for Academic Affairs.

### **Appeal of Peer Review Committee Evaluation**

Faculty members may write a response to the summary review within two weeks after receiving the summary. The response must be signed by the chair to acknowledge receipt and distributed to all other committee members. The chair of the peer review committee must forward within five working days all responses to the peer review committee's evaluation through appropriate administrative channels.