

Checking Your Adjunct Faculty Annual Review

Annual Administrative Review of faculty members ensures that all faculty members receive timely mentoring advice from unit administrators. Constructive review feedback supports a culture of continuous improvement and professional development and keeps open lines of communication about teaching and both student and faculty success.

Purpose and Applications

- Annual Review ratings contribute to an important record of faculty accomplishment in support of future hiring and salary decisions.
- The annual review process can be used to request a mentoring interview and to reinforce professional development efforts and opportunities for faculty members.

How to Review and Confirm Your Annual Review

- You will receive your review as an email to your USC Upstate email address from Microsoft Power Automate with the Subject Line “Your Annual Faculty Review Form.” Please note that this is an official employment review, and it will be sent to your official University email address. Please ensure that you can regularly check your USC Upstate email address and/or forward those emails to an address you do regularly check.
- The email lists your ratings in Quality of Instruction, Student Focus, and Overall Performance.
- At the end of the text, you will see a line indicating whether or not your unit supervisor is requesting a follow-up mentoring interview with you. Both the unit supervisor and the faculty member have the right to request an interview as part of the annual review process.
- The bottom of your email includes active buttons where you must either confirm receipt of your annual review or indicate that you have a question about the review and would like to request a meeting. It is important that you confirm receipt of your review in order to complete the review process. Reviews that have not been confirmed will not count as complete in the your employment file.

Please see the next page for a sample image of the annual review notification email, including the confirmation button at the bottom of the message.

For questions about the annual review process, contact the Academic Affairs Human Resources Coordinator, 864.503.5317 or boggsr@uscupstate.edu.

Your Annual Faculty Review Form

Approvals | Power Automate

Your Annual Faculty Review Form

Created by Kusch, Celena <KUSCHC@uscupstate.edu>

Requested for **Boggs, Ryan** <BOGGSR@uscupstate.edu>

Date Created Saturday, May 6, 2023 9:28 AM

Dear Testing,

Testing has completed your annual Faculty Review Form for 2022-2023. Please use this notification to confirm your receipt of this review.

In the area of quality of instruction, your unit supervisor has rated you Highly Effective. Performance exceeds the normal requirements of their position. The quality of their performance makes significant contributions to the University and its mission..

In the area of Student Focus, your unit supervisor has rated you Highly Effective. Performance exceeds the normal requirements of their position. The quality of their performance makes significant contributions to the University and its mission..

Your overall performance is Highly Effective. Performance exceeds the normal requirements of their position. The quality of their performance makes significant contributions to the University and its mission..

Is Testing requesting an interview with you about your review? No.

I confirm receipt of my a... ▾

I have a question about my annual faculty review for... ▾

Additional Resources

- Your USC Upstate [email is available through Microsoft 365](#). It is easiest to check this email through your Web browser application, such as Google Chrome, Safari, Firefox, or Microsoft Edge.
- For questions about your email account, please contact the Help Desk at 864-503-5257 or helpdesk@uscupstate.edu.