

College of Arts & Sciences

Annual Review of Faculty, Chairs, and Program Directors

RATIONALE

The annual evaluation of faculty members, Chairs, and Program Directors provides an important opportunity for personal and professional development and for evaluating continued progress toward excellence in teaching, research, service, and administration. The evaluation process should reflect the goal of personal and departmental professional development and ought not to be construed as punitive; therefore, the evaluations should include the personal interaction of the person being evaluated with those responsible for the evaluation.

Every full-time tenured, tenure-track, and permanent nontenure-track faculty member, Chair, and program Director is required to be reviewed annually. Because the annual review forms the basis of merit salary increases for full-time faculty and provides supporting information for tenure and promotion, it is imperative that the evaluation be thorough, based upon clear and public criteria, and honest. The person being evaluated should have ample time and opportunity to respond to the evaluation.

TIME PERIOD OF REPORT

The review will evaluate the previous calendar year's productivity (January 1 through December 31). Although the departments may set an earlier date, the Annual Activity Report should be submitted no later than **December 31**. The Chair will prepare the evaluations of the faculty for submission to the Dean's office by a date determined by the dean at the beginning of each academic year, usually between **January 20 and February 1**. Chairs and Program Directors of Programs that report directly to the Dean must submit their own Annual Activity Report to the Dean by **December 31**.

THE ANNUAL ACTIVITY REPORT

An outline of the Annual Activity Report is appended to this policy and procedure document. Faculty with no administrative responsibilities should complete sections A through F; the Chairs

and other faculty with administrative responsibility should additionally complete section G. Program Directors without a tenure-track faculty appointment should complete all sections that are applicable.

Each faculty member will be evaluated by the Chair and, if it is departmental procedure, by a peer review committee. Chairs evaluate faculty who direct Programs within their departments. The Dean reviews Chairs and Program Directors who report directly to the Dean. The Chair and the Dean jointly review Program Directors who report directly to the Dean if the Program Director also holds a faculty appointment in a department.

Although each category of the Annual Activity Report is self-explanatory, some further comments may be helpful.

- **Teaching**

Evidence of teaching effectiveness should include a summary of student evaluations. The narrative and written comments of students should also be included so that the evaluation is not simply numerical. Other evidence of teaching effectiveness such as teaching portfolios and peer classroom reports are encouraged. Such evidence may be required of all faculty by the decision of individual departments.

- **Research and/or Scholarship and/or Creative Endeavor**

Scholarly endeavors remain central to the University's mission and it is assumed that each faculty member is engaged in them. Departments granting a doctorate, however, must emphasize a higher level of scholarship that is appropriate to support their program.

- **Professional Service**

Professional service includes, but is not limited to, the following: leadership roles in professional societies; workshop presentations; peer review of articles for professional journals; and service to the University, College, and Department. Activities not related to a faculty member's professional role are not considered as part of professional service.

- **Administration**

Any person with an administrative appointment for which a full or partial salary, a course reduction, and/or a stipend are received should complete this section. Administrators

should report on activities that are beyond the day-to-day unit responsibilities. They should describe any administrative initiatives that they undertook and report on their success.

DEPARTMENTAL RESPONSIBILITIES

To facilitate the annual review of faculty, each department should develop clear and specific criteria for evaluating faculty performance and productivity. These standards should establish consistent written norms and procedures to be applied throughout the Department.

The Department may establish a peer review committee to review the annual report of the faculty member and to assist in evaluation. If the Department also has a rank and tenure review committee, the same committee may serve both functions if the Department desires.

Faculty should have the opportunity to have their classes observed by peers acceptable to them and to their respective chairs. The results of such classroom observation should be included in the annual review of the faculty.

The annual evaluations should include consideration of the workload of each faculty member with respect to the categories of teaching, research, service, and administration, so that the evaluation assesses the proper balance of expectations and quality of work. While a typical workload split may be 40% Teaching, 40% Research/Scholarship/Creative Endeavor, and 20% Professional Service in a department with a 2-2 base as the teaching load (so each course counts as 10% effort), each faculty member is encouraged to work with their respective chairs to establish a workload balance that accurately reflects their efforts as tied to annual performance goals.

Teaching evaluations should include the examination of student ratings of instructors and courses. Student ratings should be obtained for all courses, both undergraduate and graduate, each time they are taught. However, individual departments should develop proper instruments to evaluate their courses and teaching effectiveness. Departments should develop the procedures for administering the student evaluations of teaching and ensuring their confidentiality. These procedures should adhere to the College's expectations that the faculty being evaluated will not be present during the completion of the instrument, will not collect them, and will not see the evaluations until after grades have been submitted.

The criteria for evaluating faculty performance and productivity, the instrument for classroom evaluation, and the procedures for administering classroom evaluations must be submitted to the College for approval.

PROCEDURES

Faculty complete their annual reports using the attached format. The Chairs set due dates no later than December 31, which will provide sufficient time for review.

If there is a peer review committee, the committee evaluates the individual faculty member's Annual Activity Report, writes their report, and if the faculty member requests, meets with the faculty member to discuss their peer evaluation. The faculty member should be provided a copy of this peer evaluation and be given the opportunity to respond in writing.

The Chair, using these Annual Activity Reports (and peer review reports, in departments that have them), evaluates each faculty member with respect to faculty development, and, for untenured faculty, progress toward promotion and tenure.

The Chair communicates with each faculty member regarding the evaluation(s). In order for this process to be developmental, a meeting of the Chair with the faculty member is recommended. The evaluation is prepared in written form and a copy is provided to the faculty member. The faculty member has the right to submit written responses to the evaluation. It is appropriate at this time to discuss the distribution of the faculty member's workload for the coming year and to establish performance goals.

After the faculty member has had the opportunity to meet with the peer review committee (if any) and the Chair, and has read the evaluation, responded (if desired), and signed it to indicate that it has been received and reviewed, the Chair sends the annual report, the evaluation, and any responses to the Dean.

A similar process is followed for the Dean's evaluation of Chairs and Program Directors who report directly to the Dean. The Department Chair and the Dean jointly determine merit increases for faculty who also have administrative appointments for Programs that report to the Dean.

Using Fac180 for Annual Activity Reports

College of Arts & Sciences

Where to find Fac180.

- In your MySlu dashboard, look for this icon



- Clicking on the Fac180 tool takes you to the Fac180 home screen

The screenshot displays the Fac180 home screen for Donna LaVoie. The top navigation bar includes the Saint Louis University logo and the user's name. The main content area is titled 'My Tasks' and shows two task counts: 0 Unread Tasks and 0 Read Tasks. Below this is a table with columns for 'Title' and 'Due Date'. A message at the bottom of the table area reads 'Looks like you're all caught up. Nice.' A blue callout box points to the 'Vitas & Biosketches' menu item in the left sidebar.

Click on Vitas & Biosketches to get the annual activity report template

- Click the View Icon to choose the college template

St. Louis University >

Vitas & Biosketches

Quicklinks ▾

▼ Vita Admin

Search:

Name	Description	Unit	View	Actions
CAS Annual Faculty Activity Report	This is the College of Arts and Sciences standard Annual Faculty Activity Report template.	College of Arts & Sciences		
CV				
SLU University-Wide Vita Template	This is a vita template that anyone at SLU may use (<i>but no one is required to use</i>).	Saint Louis University		

[Add](#)

Click here to choose the right template

- Make sure you have the right dates for your annual report, and that you have chosen the Institutional CAS Annual Faculty Activity Report (as shown below)

The screenshot displays the 'Vitas & Biosketches' page for Donna LaVoie. The interface includes a top navigation bar with the Saint Louis University logo and the user's name. A left sidebar contains navigation links such as Home, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Administration, Reports, Administration, and Setup. The main content area is titled 'Vitas & Biosketches' and features a 'View Vita' section. Under 'Vita Options', the 'Type*' is set to 'Institutional'. A dropdown menu is open, showing 'CAS Annual Faculty Activity Report (College of Arts & Sciences)'. The 'Date range*' is set to 'Custom', with 'Begin*' as 'Fall 2019' and 'End*' as 'Fall 2020'. There is a checkbox for 'Hide date range in vita output' and a note: 'Note: date range only applies to items from activity input'. At the bottom, there are buttons for 'Refresh Vita', 'Export/Share', and 'Print'.

- Scrolling down the page you see your report. Check it to make sure all information is correct. Note that your teaching activity is pre-populated. If you notice information is missing you can click on the subheading to be taken to a window to make corrections.

The screenshot shows the Saint Louis University faculty portal interface. At the top, there is a blue header with the university logo and the name 'Donna LaVoie'. A left sidebar contains navigation links: Home, Faculty180, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Administration, Reports, Administration, and Setup. The main content area is divided into sections: 'Annual Goals' (with 'No activities entered'), 'Teaching', and 'Advising'. The 'Teaching' section contains a table with columns for Term, Course Prefix, Course Number, Section, Course Title, Credit Hours, Enrollment, Student Credit Hours, Enhanced Learning Activities, New Course Preparation?, New Teaching Materials, and Pedagogical Innovations. The 'Advising' section contains a table with columns for # of Undergraduate Level Advisees, # of Master's Level Advisees, # of Doctoral Level Advisees, # of Other Advisees, Total # of Advisees, Additional Description of Advising Activities, and Term. A callout box points to the 'Advising' section with the text 'Double click here to make corrections to the information in this category'. Another callout box points to the 'Teaching' table with the text 'Here are your teaching assignments with enrollments for the year'. A third callout box points to the 'Advising' table with the text 'Here is my list of advisees. Some seem to be missing. I can fix this by double clicking "Advising"'. The 'Advising' table currently shows 'No data available in table'.

Double click here to make corrections to the information in this category

Here are your teaching assignments with enrollments for the year

Here is my list of advisees. Some seem to be missing. I can fix this by double clicking "Advising"

- To add information to a category, click the add button and follow the prompts. To edit, click on the pencil icon. Hit Save and then go back to the Vitas tab (click on it from the left side menu).













Donna LaVoie

St. Louis University > Activity Input >

Activity Input

View All Advising

Add [Go Back](#)

# of Undergraduate Level Advisees	# of Master's Level Advisees	# of Doctoral Level Advisees	# of Other Advisees	Total # of Advisees	Additional Description of Advising Activities	Start Term	Actions
1	3			4		Summer 2009	  
1	0			1		Fall 2015	  
1	0			1		Spring 2016	  
2	0			2		Spring 2017	  

Add

Add tool

Edit tool

- Going back to the Vita Report page, once you are satisfied all the information is correct for the year, click on Export/Share to choose a Word doc or pdf format for your report. This can be edited prior to submission to your chair for your annual evaluation to include other things you want to include for your review outside of the basics provided by the template.

Pick your report output format

DO NOT click the print button for your report because it just prints all these screens in a mostly uneditable unreadable format

- When you export to Word you get a file you can easily edit, read and provide to your chair for evaluation. *This is the preferred format for these reports.*

Donna J. LaVoie Ph.D.
 CAS Annual Faculty Activity Report
 Fall 2019 - Fall 2020
 (314)977-2227
 donna.lavoie@slu.edu

Approved Workload Distribution

Teaching Workload Percentage (or Units)	Research Workload Percentage (or Units)	Service Workload Percentage (or Units)	Clinical Workload Percentage (or Units)	Administrative Workload Percentage (or Units)	Start Term	End Term
				100	Spring 2015	Ongoing

Annual Goals

No activities entered.

Teaching

Term	Course Prefix	Course Number	Section	Course Title	Credit Hours	Enrollment	Student Credit Hours	Enhanced Learning Activities	New Course Preparation?	New Teaching Materials	Pedagogical Innovations
Spring 2020	PSY	6800	01	Ethics and Professional Issues	1	9	9				
Fall 2019	PSY	1010	05L	General Psychology	3	29	87				
					4	38	96				

Appendix to Annual Review of Faculty, Chairs, and Program Directors

Annual Activity Report

January 1, _____ to December 31, _____

A. General Information

1. Name
2. Rank and department

B. Summary of Past Annual Performance Goals (from previous calendar year)

Summarize performance goals in the areas of Teaching, Research, and Service from the previous calendar year. If applicable, performance goals for Administrative activities should also be summarized.

C. Teaching

1. Listing of courses taught (include course numbers, credit hours, contact hours, and enrollment for Graduate and Undergraduate courses)
2. Evidence of teaching effectiveness (e.g., summary of student evaluations--including the number of enrolled students providing evaluations, evaluation narratives, peer classroom report(s), teaching portfolio, etc.)
3. Curriculum development
4. Pedagogical activities
5. Pedagogical software development
6. Advising/mentoring activities
7. Awards
8. Other

D. Research, Scholarship, and/or Creative Endeavor

1. Publications (with appropriate bibliographic citations)
 - a. Monographs, books, and book chapters
 - b. Textbooks
 - c. Peer-reviewed articles and papers
 - d. Non peer-reviewed articles and papers
 - e. Research abstracts
 - f. Edited publications
 - g. Reviews of books or scholarship
 - h. Other
2. Professional/Academic Performances, Productions, or Exhibitions
 - a. Music composition
 - b. Production, performance, or exhibition of creative works
 - c. Recordings, film, TV or stage performances, audio broadcasts
 - d. Other
3. Grants and contracts (a) submitted and (b) funded (including amounts, starting and ending dates)

4. Lectures, papers, speeches presented at professional meetings/settings or educational institutions
5. National or international recognition or awards (state nature)
6. Research in progress (brief abstract narrative)
7. Publications in progress
8. Other

E. Service

1. Professional
2. University
3. College
4. Department
5. Community
6. Awards
6. Other

F. Administration

Chairs, Program Directors, and faculty with administrative responsibilities should complete this section. This should include a summary of non-routine management and leadership activities related to chairing the Department or directing the Program, that is, initiatives beyond the day-to-day unit responsibilities. Examples of these kinds of activities include (but are not limited to) improvements or modifications to: administrative procedures, courses or curriculum, support for teaching or research, or other aspects of departmental life.

G. Future Annual Performance Goals

Describe performance goals in the areas of Teaching, Research, Service, and Administration (if applicable) for the upcoming calendar year. Please also link these goals to workload effort.