E7 Policy – Annual Review and Development of Faculty

Revision proposed by the Faculty Affairs Committee
Rationale for Changes

A. Provide clarity to the policy
B. Present a policy that improves practice
C. Policy reformatted (embarrassingly poorly in the copy distributed prior to meeting)
Motion 1: Academic Senate approves the revisions to E7.0 Annual Review and Development of Faculty which includes revised performance categories with descriptions as proposed by the FAC.

Motion 2: Academic Senate approves an edit to be made to E7.0.II.F that will identify a reference to C6.1 once C6.1 has been adopted.
Summary of Changes
(refer to document for wording)
Summary for Major Changes

A. Definitions for categories added
B. Lecturers with multi–year contracts eligible for FEAD
C. POW timeline changed back to 12 mo, – current and next are part of annual review
D. Colleges shall create evaluation instruments for all courses not covered in the SmartEval student rating system
E. Annual review gets signed and saved in deans office before contract period starts
F. POW gets signed and saved in deans office
<table>
<thead>
<tr>
<th>Performance Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>Performance represents a truly exceptional level of accomplishment in relation to the norm for a faculty member with the same rank at RIT and beyond.</td>
</tr>
<tr>
<td>Exceeds expectations</td>
<td>Performance reflects a clear and significant level of accomplishment beyond what is expected for an individual with the same rank in the department.</td>
</tr>
<tr>
<td>Meets Expectations</td>
<td>Performance meets expectations and reflects expected levels of accomplishment for the department.</td>
</tr>
<tr>
<td>Does Not Meet Expectations</td>
<td>Performance does not meet expectations. This rating indicates a failure beyond what can be considered the normal range of year-to-year variation in performance, but of a character that appears to be subject to corrective actions.</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>Performance repeatedly or significantly fails to meet expectations for a given faculty rank in the department. Failure to engage in corrective actions from a previous review may also lead to an Unsatisfactory rating. Obtaining an Unsatisfactory rating in any one category will, by definition, lead to an Unsatisfactory rating overall.</td>
</tr>
</tbody>
</table>
Section II E 1. Plan of Work (changed)

a. Faculty submits current and previous academic year based POW to support annual eval. Includes activities, outcomes, and performance expectations for teaching, scholarship and service

b. POW’s must be approved and signed by faculty, chair and dean. POW’s will be available to dept faculty

c. Current POW finalized at annual review but no later than beginning of contract starts
Section II E 2. Annual Evaluation Documentation (changes)

a. Teaching: includes the SmartEval student eval requirement for all classes/sections supported. If not supported a college equivalent instrument shall be used
Section II E 3. Dept Head Evaluation (changes)

- Time period for yearly written evaluations: 1/1–12/31
- Teaching, scholarship and service each assigned a (newly defined) performance category
- Evaluations are measured against objective, normative rank specific criteria not dept peer relative performances
- Includes specific progress indicators towards promotion and/or tenure where appropriate
Section II G. Finalizing the Review & POW (additions)

- Dept head and faculty sign both the final annual review and forthcoming POW
- Finalized documents retained in dean’s office in accordance with [C22.0]
- Faculty member is given a copy of both finalized documents yearly
Section II H. Grievable

- Motion 2 adds a reference to Policy (C6.1) when this new policy is approved. (Change)
Section III Faculty Development Process (changes)

A. Order changed and will changed to shall
B. Added lecturer with multi–year contracts (newly added) are eligible for FEAD (Faculty Education and Development) grants (changed)
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