

## **Memorandum of Administrative Policy Annual Faculty Review Policy**

**Area:** Academic Affairs

**Section:** Faculty Evaluation, Promotion, and Tenure

**Number:** 03.A.02 AP

### **Purpose**

The University of Houston-Clear Lake has established an annual faculty report and professional developmental review to present a complete record of major activities in teaching, research and service during the academic year (UHCL, May 1987). The annual review will report all academic related activities for a 12-month period. The Dean of each college will be responsible for establishing the time period for the report, the date it will be due, and for notifying faculty regarding these timelines.

The faculty annual review report will be the only documentation required for the annual review. Additional supporting documentation may be required by the Dean. The submission of the annual review is a required activity of each faculty member, and this document will be placed in the college faculty file. Because certain activities can be potentially reported in more than one category (e.g. editorship, textbook, certain grants), faculty should report the activity in only one category and be prepared to justify the inclusion in the category in which it was placed. Faculty are encouraged to note both the quality of their efforts as well as the quantitative reporting of activities. All joint activities and co-authorships should be noted. The quality of efforts should also be conveyed because of its value and impact upon the institution. Feedback regarding faculty accomplishments will be conducted in several ways. Each college is charged with the responsibility for providing personal conferences regarding faculty activities.

Non-tenured faculty will be required to have a face-to-face conference each year to discuss their activities. For tenured faculty, either the college or the faculty member has the option to request a personal conference. The personal conference will involve a review of faculty activities, as well as providing an opportunity for faculty to discuss their projected activities and potential needs for college support for the coming year. This conference will be a meeting between the faculty member and academic administrator(s) designated by the Dean of the college to conduct the conference. At the completion of the meeting, signature by the faculty member and the designated college academic administrator will be required. (These signatures do not reflect agreement between the two parties regarding the feedback, rather these signatures signify that the conference was held.) The faculty annual review has been designed to conform to the university promotion and tenure policy. The three major categories reflect this policy; however, it is not expected that the faculty would typically conduct activities in all of the subcategories of each category; rather these categories and subcategories suggest a systematic way of presenting activities. The second element of the annual review is the area of developmental activities to be reported for each of the three categories. This section has been established to provide faculty the opportunity to discuss specific activities which they have accomplished to improve their performance in particular areas.

### **Evaluation of Annual Reports**

Faculty members will undergo annual evaluation based on an assessment of their teaching, research, and service performance. Each college shall establish a procedure and criteria for evaluating the content of the annual reports. The rating system established by colleges shall have at least four categories (e.g. does not meet expectations, satisfactory, good, excellent; 1-1.99, 2-2.99, 3-3.99, 4-5). The colleges must define performance that will trigger a “does not meet expectations” evaluation. Colleges are recommended to define performance that will trigger all levels of evaluation.

Teaching and service evaluations will be based on performance over the preceding year. Research evaluations will be based on performance over up to the previous three years depending on the discipline as approved by the college.

If a tenured faculty member receives a score in the category that “does not meet expectations” then Post-Tenure Review is triggered.

College deans will give least 30 days’ notification, by email, of annual report submission deadlines and procedures to faculty. Failure to submit an annual report will result in a rating in the lowest category (i.e. “does not meet expectations”) in all three categories for the current year. However, the Dean has the discretion to decide whether and how to penalize or accept late reports without a valid extension. For egregious behavior, refer to the Faculty Dismissal policy.

## **Structure of the Annual Report**

### **1. Teaching and Educational Activities**

Teaching is a direct educational involvement with students inside or outside the classroom and includes such usual activities as classroom instruction, seminars, independent study project supervision, and supervision of graduate research. Verification of educational activities may include citation of new curricula or courses, educational publications, textbooks, and development of new degree and training programs. Documentation may include the following:

- a. Classroom Instruction
  - i. List courses and numbers of students taught
  - ii. Student and colleague evaluations of instructional performance

- b. Individual Instruction and Advisement (other than organized classes)
    - i. Number of students advised
    - ii. Number of supervised theses, projects, internships, independent studies, research projects, and other individual instruction activities
  - c. Course and Program Development
    - i. Development of courses or curriculum
  - d. Development of new degree and training programs
  - e. Training grants
  - f. Development of Educational Materials
  - g. Textbooks and educational publications
  - h. Instructional Materials (simulations, case studies, audiovisuals, practice sets, computer programs, laboratory experiments, instructional games)
  - i. Honors
  - j. Developmental Activities For example, participation in teaching improvement activities, post-graduate studies which are applied to current teaching efforts, or continuing professional education activities.
2. **Research, Scholarly and Artistic Activities**

Research, scholarly or artistic activities are those which lead to the production and dissemination of new knowledge; to increased problem-solving capabilities, including

such activities as design and analysis; to original critical or historical theory and interpretation; or to the production of artistic performance. (Co-authorship must be acknowledged.)

a. Publications

- i. Books (in print or in press)
- ii. Journal articles published or accepted for publication
- iii. Reports and Monographs
- iv. Book Reviews
- v. Chapters and Selections in Books
- vi. Other Published Materials

b. Paper Presentations, Abstracts and Poster Sessions

c. Artistic Activities and Inventions (Exhibits, Choreography, Performances)

d. Other Scholarly Activities

- i. Research Grants
- ii. Editorships and Translations
- iii. Editorial Review Boards
- iv. Honors Developmental Activities (For example, activities which make a fundamental contribution to research, scholarly, or artistic skills, works in

progress, workshops which develop research capabilities.)

### 3. Professional Activities and Service

Professional activities and service include:

- a. Service to professional organizations and journals
- b. Service to the university
- c. Professional service to the public
- d. Documentation may include:
  - i. Service to Profession: Officer, Conference Coordinator, Committee Membership, Other Organizational Activities
  - ii. Service to the University; Advisor to student organizations
  - iii. Program-designated roles, committees, activities; College-designated roles, committees, activities; University-designated roles, committees, activities; University System
  - iv. Professional Service to the Public
  - v. Service to community, state or national organizations
- e. Honors
- f. Developmental Activities (For example, those activities which develop skills to better provide public service activities such as special seminars for leadership development provided by a professional organization.)

## **Review and Responsibilities**

This policy will be reviewed by The Office of The Provost and Faculty Senate every five years or sooner, if warranted.

Responsible Parties: Faculty Senate Teaching and Research Committee

Review: Every 5 years

## **Revision Log**

Revision Number: 1

- Approval Date: 05/1987
- Description of changes: Policy Created & Approved

Revision Number: 2

- Approval Date: 9/26/2024
- Description of changes: Policy amended to interact with Post-Tenure Review to conform to SB18

**Approval**

Approved by:

*/Dr. Christopher Maynard/*

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**Senior Vice President of Academic Affairs and Provost**

*/Dr. Richard Walker/*

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**President**

*September 26, 2024*

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**Date**