

Be it resolved to modify the Annual Review policy (403.3) (approved 4/20/1990, modified by FS\_2017\_4) and the Post Tenure Review Policy (403.3) (approved 11/13/1998) as follows (underline indicates addition, strikethrough indicates deletion),

### **I. Annual Faculty Review**

An annual review of the performance of all full time faculty members ~~each tenured and tenure-track faculty member~~ shall be made on the basis of assigned duties and according to criteria and procedures required herein. ~~Faculty not in tenure-track positions shall be evaluated by procedures adopted by each unit (department).~~

The annual review of each faculty member shall provide the primary basis for the chairperson's recommendations relating to salary, promotion, granting of tenure, successive appointment, non-reappointment, post-tenure review, and dismissal. Furthermore, this review is to provide guidance and assistance to all faculty in their professional development and academic responsibilities in the areas of teaching, scholarly and creative activity, and service.

#### **A. Procedures for Annual Faculty Evaluation**

Detailed criteria and procedures for annual evaluation of faculty shall be recommended by the faculty and chairperson of each academic unit; these criteria and related procedures must be submitted to the dean or director, the Vice Chancellor and Provost, and the Chancellor, ~~and the President~~ for approval. All procedures for annual reviews adopted by each unit shall include provision for, and details for implementation of, the following:

1. No later than 30 days after the beginning of the first appointment of each faculty member, the chairperson shall advise him or her in writing of the criteria, procedures, and instruments currently used to assess performance;
2. No later than September 1 of each year, each faculty member shall be informed in writing by the chairperson of the review schedule, criteria, procedures, and instruments to be used that year;
3. No later than ~~January 15~~ the second week of classes in the spring semester of each year, each faculty member shall submit to the chairperson any materials desired to be considered in the annual review;
4. ~~Peer evaluation;~~ Each academic unit shall establish procedures to provide its faculty the opportunity to participate in the annual review of their peers.
  - a. Membership eligibility for annual review committees shall be defined by each academic unit. The composition of these committees should represent the diverse composition of the unit in gender, race, and academic interests when possible.
  - b. If a representative committee of faculty from within the unit cannot be formed, then the department chair or equivalent shall form the committee with eligible and representative faculty across the college following approved procedures to develop a pool of eligible faculty from both within and outside UA Little Rock.
  - c. The committee shall provide at a minimum a rating of satisfactory/unsatisfactory on teaching, scholarship and creative activity, and service.

5. Each academic unit shall establish procedures for student evaluation of teaching:
  - a. Student evaluation of teaching may not be the sole basis for evaluation of teaching.
  - b. The items included in the instrument administered to students to evaluate teaching must be approved by the unit faculty and shared with all faculty in a timely manner.
  - c. The data resulting from student evaluations of teaching must be made available to each faculty member in a timely manner, and are confidential. These data may only be made available to those involved in performance evaluation (faculty member, chairperson, annual evaluation committee, promotion and tenure committee).
  
6. Prior to the chairperson's making a recommendation in any year, the following shall occur:
  - a. A meeting between the chairperson and faculty member to discuss all issues relating to the review,
  - b. The providing to that faculty member a copy of the chairperson's tentative recommendation(s), and
  - c. Reasonable opportunity for the faculty member to submit a written response to be forwarded to each subsequent level of review.
  - d. If the faculty member receives an unsatisfactory rating in any category (teaching, scholarly and creative activity, or service), the chairperson shall provide a written recommendation for improvement and, when appropriate, a commitment of resources to be part of the subsequent year's annual evaluation.
  - e. The faculty member and chairperson shall acknowledge that this meeting has transpired by signature.
  
7. As long as a faculty member is employed by the University and for at least three years thereafter, the following documents shall be maintained: annual review forms, summaries of annual discussion between the chairperson and faculty member, recommendations, and all other writings used in or resulting from the annual reviews of that faculty member;
  
8. The following documents shall be available to each faculty member: all writings used in or resulting from the annual reviews of that faculty member including the annual review committee's evaluation and membership.
  
9. Each unit shall establish minimum criteria for satisfactory performance in each category (teaching, scholarly and creative activity, service).

10. The chairperson shall provide at a minimum a rating of satisfactory/unsatisfactory on teaching, scholarly and creative activity, and service.

11. Overall Unsatisfactory Rating and Post-tenure Review

- a. If the annual review committee (I.A.4) evaluates the individual as unsatisfactory in 2 out of the 3 categories and the chairperson independently evaluates the individual as unsatisfactory in 2 out of the 3 categories, then together the chairperson and the annual review committee will review the previous three years' materials to assess overall performance.
- b. If the chair and the annual review committee determine the individual is overall unsatisfactory, then post-tenure review (section II) will be initiated.
- c. An overall satisfactory rating is the logical complement of an overall unsatisfactory rating.

B. Criteria for Faculty Evaluation

Each faculty member shall render service to the University by the standards of the UALR Faculty Handbook, ~~including Section V: Faculty Responsibilities~~, and shall behave in a professional and ethical manner. Each faculty member shall be evaluated based on his or her achievements with respect to assigned duties and the areas of teaching ~~(or professional performance for faculty members with non-teaching appointments)~~, scholarly or creative activity, and ~~academically-related~~ service.

~~Competency in teaching (or professional performance) is a minimum criterion for satisfactory annual review. However,~~ Each unit (department) may allow flexibility in identifying the relative importance of each area (teaching, scholarly and creative activity, and service). In addition, off-campus duty assignments, ~~and~~ research, ~~and~~ administrative assignments shall be taken into account when establishing individual criteria for a specific review period.

The programmatic learning outcomes data collected from an individual faculty member shall not be used in annual reviews for that person.

Evidence, qualifying activities, and artifacts to be used in evaluating teaching (section 1. B or 1. D), research and creative activity (section 1.A), and service (section 1.D) are defined in the Promotion and Tenure policy (403.15).

- ~~1. Evaluation of Teaching or Professional Performance~~
- ~~2. Evaluation of Scholarly or Creative Activities~~
- ~~3. Evaluation of Academically-related Service Activities~~

**II. Post-Tenure Review**

Post-tenure review is a mechanism to ensure that the university can maintain a faculty capable of fulfilling the university's mission effectively. It should encourage productivity, reward exceptional performance, and offer correction of unsatisfactory performance without changing

the due process and tenure rights of faculty as enumerated in the current UALR Faculty Handbook.

~~Annual review is conducted for all faculty. Criteria, standards and procedures are specified in policies set forth by the trustees, UALR administration, faculty senate, and academic units. The reviews are used for determining salary increases, promotion, tenure, and assisting faculty in professional development. Faculty also have appeal processes as outlined in departmental governance documents and the UALR Faculty Handbook.~~

~~Annual reviews for tenured faculty will be used for post-tenure review. Departmental level academic units will define overall unsatisfactory performance for tenure faculty. If a tenured faculty member receives two unsatisfactory reviews in sequence or three such reviews in five years, The faculty member, annual review committee (I.A.4) departmental group charged with peer review, the chair, and the dean shall prepare a professional development plan supported by appropriate resources. The plan must have measurable benchmarks for progress. The plan shall cover up to three years with the possibility of a one-year extension. During the time period of the professional development plan, progress toward successful completion of the plan will become part of the annual review process for the faculty member. If the faculty member receives an overall satisfactory rating (I.A.11.c) in an annual evaluation during the plan, the plan will be considered successfully completed.~~

If the faculty member receives two additional overall unsatisfactory reviews (I.A.11.a) during the professional development plan period, the department chairperson with majority vote of the annual review committee (I.A.4) departmental group charged with peer review, and the dean may initiate a process for terminating with cause the tenured faculty member as specified in the UALR Faculty Handbook.