University of Idaho
Office of the Provost and
Executive Vice President

Guidelines for Faculty Performance Evaluations: 2024

Completed Evaluations are Due to the Provost's Office by March 3, 2025

Overview of Annual Performance Evaluation Process (FSH 3320)

The unit administrator requests annual performance evaluation materials from the faculty member. This request is coordinated with the deadlines set by the college.

The faculty member provides a first draft of the annual activity report and an updated copy of the CV in UIdaho format to the unit administrator.

The unit administrator writes the review and delivers a draft to the faculty member (FSH 3320 A-1-d).

The unit administrator offers a conference to discuss the materials and to potentially adjust the evaluation and/or position description as relevant.

The faculty member shall sign the evaluation form indicating the opportunity to read and discuss it with the unit administrator. The faculty member may include a response to the evaluation.

Annual evaluation materials are forwarded to the college (FSH 3320 A-1-f).

If the evaluation is altered at the college level, the faculty member must have the opportunity to read, discuss, and respond to the revised evaluation!

Finalized and signed annual evaluation materials are forwarded to the Provost's Office by March 3, 2025.

Supplemental Instructions:

- The current annual performance evaluation form can be found at the bottom of FSH 3320. Only current forms will be accepted. Evaluations on older forms will be returned.

- Procedures for annual performance evaluations are detailed in FSH 3320 A. Units and colleges must follow the processes detailed in this policy. Please note the number of days faculty have to respond to each portion of the evaluation process. Note the requirement for signatures.

- An evaluation is required for all University Faculty who have a position begin date in 2024 or earlier.

- COVID Impact statements are no longer included in this year's annual performance evaluation process. Potential lingering pandemic impacts can be addressed in the activity report.

- Evaluations are allowable but not required for temporary faculty.

- Faculty who demonstrate exceptional performance can be considered for merit increases if there are available funds. Please see FSH 3420 B to guide recommendations regarding merit increases.

- FSH 3320 B details faculty performance that does not meet expectations. If a faculty member does not meet expectations in any area, individually or overall, then the supervisor needs to follow the processes detailed in that policy. There are official meetings required to assist the faculty to improve their performance if a faculty member does not meet expectations.

- Completed evaluations are due to the Provost's office no later than **March 3, 2025**; however, check with your college dean's office for earlier internal deadlines.

- The college shall forward all evaluation material at the unit and college level, including the dean's narrative and faculty responses, if any, for the faculty member's permanent personnel file in the Provost's office. **All items should be combined into one PDF file.** This includes the following documentation required in FSH 3320-A-1-c:

    - Evaluation form with all signatures.
    - Current Curriculum Vitae attached to the evaluation.
    - Written detailed summary report of faculty activity for the period of the annual performance review that compares accomplishments to expectations in the Position Description for the review period. This report may be in the form of a self-evaluation using the annual evaluation form included in the policy.
    - Other materials necessary to document efforts and accomplishments for the review period.

- Forms must be submitted electronically by the college designee to the provided OneDrive Provost Office folder. **All components of the evaluation (four bullet points above) need to be combined into one PDF document.**

- Forms must be named in the following way. ***V number-PE-2024***

Guidelines for Faculty Performance Evaluations FAQ:

How should the evaluation form be filled out if the percentage for a PD category is zero?

If the PD % category is zero, there is nothing to evaluate the faculty member on for said category. Therefore, write in "N/A" in the corresponding box. If there is a box marked for "yes meets" or "no doesn't meet" for a position description with zero percentage, then the evaluation will be returned for correction.

Who writes the initial narrative?

The initial narrative describing the performance of the faculty member can be developed by the faculty member, by the department/unit administrator, or collaboratively between the faculty member and the departmental administrator. Ultimately, it is the responsibility of the department chair/unit administrator to finalize the narrative for each responsibility area (teaching and advising, scholarly and creative activity, outreach and extension, and university service and leadership). In addition, the unit administrator must provide a narrative of overall performance including an assessment on progress toward tenure, promotion and/or continued satisfactory performance.

Following this action in the process, deans have an opportunity to review the evaluations and provide additional comments which are also then shared with the faculty member. Once the evaluation is finalized, then all parties should sign the evaluation form per the processes established in FSH 3320.

How is the overall annual performance and the progress toward tenure, promotion, and/or satisfactory performance different?

The "overall" evaluation references the work done in the past year. It should summarize the evaluation of the four areas. The "progress" portion (bottom box of the form from FSH 3320) evaluates the trajectory of the faculty toward tenure, promotion(s), and/or continuing employment. This narrative provides guidance to the faculty member in addressing strengths and/or areas for growth from the perspective of performance over time.

Note: It is possible that a faculty member will have a satisfactory annual evaluation but not be making overall progress towards promotion and/or tenure. Unit/college criteria for promotion and tenure standards should be referenced to provide guidance.

How is approved leave reflected on a faculty member's annual evaluation?

There are many reasons for which a faculty member would have an approved leave status. The adjustment in the faculty member's workload can be noted on the evaluation as an adjustment based on approved leave, but the reasons for the leave cannot be disclosed on the evaluation form as this information is private.

How do I account for collegiality? How do I document if someone is meeting their position description goals but is difficult to work with?

Collegiality can be considered part of Service and Leadership. Observations regarding collegiality may be addressed in the narrative for that section and the overall summary. Continued collegiality issues could result in referencing additional Faculty Staff Handbook policies: FSH1565 A-1, FSH3160 B-3, and 3170 A.

Administrators are encouraged to document how collegiality problems negatively affect aspects of the faculty member's performance in any of the four responsibility areas (e.g. has a negative effect in the classroom, hurts their ability to do research with their team, hinders their outreach success, etc.).

If a faculty member does not meet expectations in one responsibility area, does that mean I have to mark that they don't meet expectations overall?

The "overall" evaluation is not a weighted score relative to job responsibility percentages. It is a judgment the chair/unit administrator makes after assessing the accomplishments of the faculty member during the year under review. Examples of factors to consider may include the proportion of the time assigned for an area(s) relative to productivity, the essentiality of the area of concern, or the impact of the concern on future success. Unit administrators should consult their dean before delivering an evaluation that contains a "does not meet expectations" rating. There are required meetings that result from a "does not meet expectations" evaluation—either in an individual area or an overall rating. Please review FSH 3320 B.

Filling out the form:

Faculty Annual Performance Evaluation[1]
Includes Disclosure of Conflict[9]
For Review of Period: January through December (year) Enter the correct review year

Faculty Name: **Provide full name** Employee V#: **Ensure correct v#**

Rank: **Rank during year of review**

Administrative Title (if applicable): **Leave blank unless the faculty member has an administrative appointment**

Unit(s): **Primary unit of the faculty member (first) and others, if the faculty member has more than one unit appointment and/or interdisciplinary appointments**

Responsibilities	**PD % - Enter the percentage of effort from the PD (enter 0 if category is not on PD)**	**Narrative - For each area of responsibility, describe the basis for their evaluation of the faculty member's performance in this area. These boxes can be initially filled out by either the faculty member or the unit administrator depending on the practices of the unit.**	**Met or Exceeded Expectations Yes OR No –One box must be marked for each area that is on the PD (Indicate N/A if 0%)**	
Teaching and Advising[2]				
Scholarship and Creative Activities[3]				
Outreach and Extension[4]				
University Service and Leadership[5]				
Overall faculty member met or exceeded the expectations defined in the position description	**The narrative in this section is developed by the chair/unit administrator, summarizing the overall performance for the current year including strengths and weaknesses.**		**Mark one box to indicate the overall performance of the faculty member.**	

Commentary/recommendations on progress toward tenure, promotion, and/or continued satisfactory performance.*

The narrative in this section is developed by the unit administrator. It should address the trajectory of the faculty member toward tenure, promotion(s), and/or continuing employment. This narrative provides guidance to the faculty member by addressing future expectations.

***Relationship to Promotion and Tenure Process**. The faculty annual performance evaluation is an administrative review. Annual evaluations are one component of the independent promotion and tenure process. See FSH 3520 and 3560 for details on the promotion and tenure process.

Appropriate parties will sign below.

Unit Administrator Signature Date

Add "NA" if the appointment is not a joint appointment.

Unit Administrator Signature (joint appointments [if applicable]) Date

Faculty Signature [6] Date

Dean Signature Date

Check appropriate box if comments are attached.

☐ **Interdisciplinary/Center Administrator Comments Attached** (if applicable). The unit administrator is responsible to solicit, discuss and consider evaluative comments from those interdisciplinary/center administrators listed in the faculty narrative. All solicited comments are to be attached to this form.[7] **Attach the comments as a separate document and not as part of the above narrative.**

☐ **Faculty Comments Attached** (optional). The faculty member is allowed to include comments that respond to the administrator's evaluation. **Attach the comments as a separate document and not as part of the above narrative.**

☐ **Dean's Comments Attached** (optional). If there is any significant difference in the commentary, recommendations, or evaluation overall between the department chair and college dean, the dean shall include a narrative stating the reasons for these differences. The form with attachments must be returned to the faculty member and an opportunity provided for the faculty member to respond.[8] **Attach the comments as a separate document and not as part of the above narrative.**

Disclosure of Conflicts[9]

Make sure one of the boxes are marked and both signatures are on this section. A completed conflict management plan must be attached if the faculty member discloses a conflict (2nd box).

- If you have a conflict to disclose then you also will need to complete Form FSH 6240A.
- If there is any change in your circumstance that may give rise to potential conflicts or eliminate potential conflicts previously disclosed, then you will need to complete Form FSH 6240A within 30 days of the change.
- Disclose outside employment for compensation of more than 20 hours/week by completing FORM 6240B

☐ I **DO NOT** have any conflicts of interest, conflicts of commitment or apparent conflicts, according to FSH 6240, to report.

☐ I **DO** have any conflicts of interest, conflicts of commitment or apparent conflicts, according to FSH 6240, to report.
  ☐ I have submitted FSH 6240A and a plan to manage each conflict or apparent conflict to my unit administrator.

Faculty Signature Date

Unit Administrator Signature Date

Note: An evaluation of "not meeting expectations" in any responsibility area or in the overall evaluation triggers procedures outlined in FSH 3320-B. It is the unit/colleges responsibility to be aware of and implement required next steps outlined in 3320-B.