

Faculty Review Process

Summary of discussion held on Area Leader Zoom, February 2019. This discussion is in regard to faculty educators who report to an area leader. The [Annual Review Process for all Department of Extension Faculty](#) provides the basis for this JOB AID.

- 1) The Area Leader (AL) is the faculty educator's supervisor.
- 2) The AL drafts a letter (between 250-500 words, no letterhead or signatures required, past tense and written to the educator such as "You documented A, B, C" ... "Your service contributions during the period met expectations") and sends to the Associate Department Chair, **by March 15**. The AL can use the performance review (PR) document as a guide to work through their thought process. Copy the items from the text boxes to start to formulate the draft of the letter. Criteria addressed in the letter include:
 - a. Accomplishment of goals
 - b. Teaching
 - c. Creative/scholarly works
 - d. Service
 - e. Performance dimensions
 - f. Include assessments for teaching, creative/scholarly works, service, and an overall rating using these (D/Did Not Meet, M/Met Expectations, O/Often Exceeded, C/Consistently Exceeded)
- 3) The AL should schedule a Zoom meeting with the Associate Department Chair (approx ½ hour) for each faculty member to discuss the items in the letter.
 - a. The Associate Department Chair and the AL will go over the final draft of the letter.
 - b. The expectation is that both parties will be in complete agreement with what is in the letter.
- 4) **The Associate Department Chair will create the final letter** (on department chair letterhead with his signature). This meets the University requirement that departmental faculty will be reviewed by the Associate Department Chair annually.
 - a. It is the expectation that the items the AL wants to address will be included in the final letter.
 - b. This final letter will be sent to the AL and the faculty educator through DocuSign for signatures.
- 5) The AL will meet with the faculty educator. This letter serves as the basis for the performance review discussion.
 - a. The letter signed by the Associate Department Chair is considered the official PR document.
 - b. The faculty educator and the AL will both sign the letter indicating that it has been received and reviewed.
 - i. Everyone has an opportunity to respond to their review. Faculty educators wanting to respond to their review can meet with the Associate Department Chair if there is further discussion required following the PR.
 - c. The signed letter is forwarded to the AL's Operations Admin support person. The Operations Admin Team takes the responsibility for forwarding all final PR documents to Extension HR for the employee's personnel file and a copy is kept in the One Drive file for the AL.

NOTE: The Associate Department Chair will meet with all probationary faculty annually as described in the [Department of Extension APT document](#). This meeting with the Associate Department Chair does not replace the PR meeting with the AL.

More information on faculty annual review is described in the [Department of Extension APT document](#).

