

OP 11. Annual Reviews of Faculty

OP 11.1 Annual Work Plan. In the spring term, each faculty member shall develop with their Department Chair or Dean a work plan for the upcoming academic year. That work plan must align with the institution's workload expectations and the needs of the academic department, college/school, or institution. The work plan shall identify the specific teaching, research/creative activity, and service a faculty member is expected to complete in the next academic year as percentage time allocations that equal the faculty member's FTE status, recognizing that those items may be part of long-term or multi-year initiatives. The specific goals of the work plan should build towards and align with the expectations of the next summative/comprehensive review that a faculty member undergoes (e.g., reappointment, promotion, tenure, post-tenure review).

OP 11.2 Annual Evaluation. Each faculty member who will be employed in the next academic year shall engage in an annual review with their department chair/head in the Spring term. As part of that annual review, the department chair shall review the faculty member's work relative to their approved work plan. The Department Chair or unit supervisor shall discuss the faculty member's performance related to the elements included in the annual work plan and shall evaluate each element of the faculty member's performance as either meeting, not meeting, or exceeding expectations in accordance with departmental standards as indicated in its foundational documents. The Department Chair shall also assess the faculty member's progress toward the next summative/comprehensive review.

OP 11.2.1 Written Review. The Department Chair or unit supervisor shall provide a written review, including:

- a. Recognition for any work well done
- b. Suggestions for improvement or constructive feedback regarding performance

OP 11.2.2 Faculty Response to Review. The faculty members shall have the opportunity to respond to the review in writing within ten (10) calendar days of receiving the written review, and that response shall be appended to the annual review.

OP 11.2.3 Faculty Success Plans. A faculty member who does not meet their workload expectations for the review period may be subject to a faculty success plan. Any plan must include specific steps designed to lead to improvement, a specified timeline in which improvement is expected to occur, and a clear statement of consequences should improvement not occur within the designated timeline. These plans must be approved by the Dean.