



New and Improved Annual Reviews

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Fall 2017

Background on the Revision

- Based on feedback from faculty and administrators
- Old process time consuming
- Shift from quantitative to qualitative process
- Not everyone needs same type of review
- Provost task force and Faculty Senate ideas and implementation plans
- See *Faculty Manual* for complete details https://facse.n.wsu.edu/_p.40/SectionIII3c

Goals of New AR Process



- Less onerous
- More holistic
- Formative and summative options
- Combine AR and P&T processes
- Better methods of collecting data across WSU (Activity Insight)

Three types of reviews

- Abridged
- Comprehensive
- Intensive

Abridged Reviews

IMPLEMENTATION PROCESS

- Faculty who were tenured and/or promoted in 2016-2017
- Faculty who began working at WSU as a tenured faculty member in 2017
- Established faculty (TT and NTTf) with last names from A - M who held their current rank in Fall 2016, and received a 3.0 or above on the 2016 AR (thereafter alternate between Abridged and Comprehensive)

Abridged Reviews

- Intended for established faculty whose previous reviews have met or exceeded expectations.
- Required materials—
 - Current curriculum vitae
 - **Short** description of major accomplishments for the year
 - Updated Activity Insight report

Abridged Reviews

- Completed by department chair with input from relevant campus based administrators
- Abridged reviews done biennially if performance is "satisfactory or better"
- Ratings:
 - "satisfactory or better"
 - "less than satisfactory"

Comprehensive Reviews

IMPLEMENTATION PROCESS

- Established faculty (TT and NTTf) with last names from N-Z who held their current rank in Fall 2016, and received a 3.0 or above on the 2016 AR (thereafter alternate between Abridged and Comprehensive)
- Annually for faculty in tenure track appointments but not yet tenured (except in third year when they do an intensive review and in the sixth/final year when faculty do a promotion and tenure review in the fall and a comprehensive review as their annual review in the spring).
- For faculty who held their current rank in Fall 2016 and received an unsatisfactory rating (less than 3.0) will undergo either a comprehensive or intensive review, to be determined by the unit leader.

Comprehensive Reviews

(After 2017 review process)

- Faculty (TT and NTTf) looking for feedback to prepare for promotion or other milestones
- Biennially for faculty who are tenured and/or on long term contracts with "satisfactory or better" rating on abridged review
- Faculty who have received "less than satisfactory" on abridged review

Comprehensive Reviews

- Evaluate faculty performance and contributions since the last comprehensive or intensive review in the context of *cumulative* contributions
- Required materials:
 - Current curriculum vitae
 - Summary of accomplishments since the previous comprehensive or intensive review
 - Updated Activity Insight report

Comprehensive Reviews

- Performed by chairs with input from supervisors at relevant campus locations.
- For non-tenured TT faculty and NTTF working toward promotion input from senior faculty, including mentor committees, about progress toward tenure needs to be included in the review summary.
- Materials and summaries are forwarded to dean.

Comprehensive Reviews--Ratings

- "especially meritorious performance"
- "strong performance beyond satisfactory"
- "satisfactory"
- "some improvement needed"
- "substantial improvement needed"

Chair report submitted to dean includes rating and summary of cumulative accomplishments and progress toward promotion and/or tenure.

Intensive Reviews

IMPLEMENTATION PROCESS

- Pre-Tenure TT faculty in their third year of pre-tenure status.
- For faculty in any position who want to get feedback to prepare for promotion.
- For associate professors (TT or NTTF) eligible for promotion to get feedback.
- For faculty who held their current rank in Fall 2016 and received an unsatisfactory rating (less than 3.0) will undergo either a comprehensive or intensive review, to be determined by the unit leader.

Intensive Reviews

- Two part process
 - comprehensive review (follows all procedures of comprehensive AR process)
 - career progress review
 - progress toward promotion and/or tenure

Intensive Reviews

- Required materials:
 - Comprehensive review materials:*
 - Current curriculum vitae
 - Summary of accomplishments since last comprehensive or intensive review
 - Updated Activity Insight report
 - Career progress review materials:*
 - Copies of research articles, teaching portfolio, service statement, and research statement (see Faculty Manual for complete list of required materials for relevant promotion and/or tenure reviews)
 - Context statements are optional

Intensive Review

- Performed by chairs with input from supervisors at relevant campus locations
- Input and feedback TT and/or NTT associate or full (as relevant)
- Materials and summaries forwarded to dean
- For associate professors looking for feedback, the career progress review can be limited to the department level

Intensive Reviews--Ratings

- "well prepared"
- "satisfactory"
- "improvement needed"
- "unsatisfactory"

Chairs submit two reports to the dean. The comprehensive review report serves as the annual review. The career progress report is prepared by the chair with input from relevant campus personnel and input from faculty eligible to submit recommendation forms for promotion and/or tenure. The career progress report for those seeking P&T follows procedures specified in the P&T section of the Faculty Manual.

General Guidelines

- Faculty have the right to request a *comprehensive* or *intensive* review at any time.
- Unit leaders can request *comprehensive* or *intensive* reviews at any time.
- Requests need to be made before the end of the fall semester of the review year.
- Faculty in positions that are eligible for promotion should go through an *intensive* review every 4 to 6 years.

General Guidelines

- The annual review process is designed to be formative and cumulative with an eye toward promotion.
- Faculty should be reviewed based on contracts, role statements and/or job descriptions.
- Regardless of review type, all faculty are required to enter their accomplishments and information into the Activity Insight system.

General Guidelines

- Faculty in positions (TT or NTT) seeking promotion should have access to mentoring and feedback from faculty who will be part of their review process.

THANK YOU!!

Questions, comments, feedback...
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