

405.12.1 Annual Review of Faculty

In the spirit of shared governance, the faculty (as defined in 401.3 and 401.4) and department head of each department shall work together in consultation with the dean to establish procedures by which all faculty shall be reviewed annually. During fall, semester in preparation for spring annual reviews, procedures will be agreed upon by majority vote of the department faculty. If the procedures do not pass the majority vote, the department faculty must establish new procedures as described above before the next annual reviews begin. This evaluation shall encompass a multi-year window of performance that covers a five-year span (to meet the requirements of post-tenure review for tenured faculty). Such reviews shall, at a minimum, incorporate an analysis of the fulfillment of the role statement. The basic standard for appraisal shall be whether the faculty member under review discharges conscientiously and with professional competence the duties appropriately associated with his or her position.

Proposed protocol for Annual Review in NDFS for the year 2023:

The faculty will update their information in Digital Measures and complete their Annual Self-Assessment Report (ASAR) using the template provided to them by January 8th. Faculty will email their completed SAR to the administrative assistant (Tara) by January 8th. When emailing your SAR document to Tara, please name it as your first and last name ASAR 2023 (for example, Heidi Wengreen ASAR 2023).

The administrative assistant will generate the DM Vitae and Annual Review report (2019-2023) and will provide these to the DH no later than three days prior to the scheduled review date.

The NDFS Department Head (DH) will meet with faculty to conduct the annual reviews in January and early February. These meetings are scheduled for one hour. The faculty member may request an ombudsperson, but this is not required. During this meeting the faculty member and the DH will verify and initial the role statement. If the role statement is changed, it will be circulated for signatures.

During the annual review meeting the Digital Measure CV, Annual Report and the ASAR will serve as discussion points during the annual review.

The DH will write a report of the annual review indicating whether the employee has met, has not met, or has exceeded performance expectations associated with fulfillment of the role statement. The report will also indicate if lab or other safety procedures are being followed. This report will be reviewed by the CAAS Dean at a meeting that takes place between the DH and the Dean. Once this meeting has taken place, the completed written report of the review will be routed for signatures, and sent to each faculty to retain for their records, in addition to being recorded with the Human Resources office.

