

Annual Performance Reviews

Are they just busy work?

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Panelists
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Why this workshop?

- Panic among new faculty
- Clarification of expectations
- Create a dialogue among colleagues
- Hear contributions from panel who represent each of the colleges

Origin of Performance Reviews

- In 1998 Deans were required to make merit/salary recommendations in the place of collective bargaining
- Used for tracking activities
- Needed a process to judge faculty performance
- Integrate in the personnel process



Current Process



- Every year people generally work feverously the night before the reviews are due with little guidance
- Colleges have various ways of reviewing the documents
- Faculty question their value

What is the Value of Performance Reviews?

Individual faculty member:

- A chance to reflect on the past year
- Identify strengths and areas to improve
- Useful in building towards 2nd and 4th year reappointment, tenure, promotion and post tenure reviews
- Plan for the year
- Gather information for Provost's survey of scholarly activity

What is the Value of Performance Reviews?

Programs: (optional, must be built into bylaws)

- Gives colleagues a chance to see what each other is doing
- Provides a way to have a dialogue with newer faculty for mentoring purposes
- Creates a mechanism for programs to assess the individual scholarly endeavors and particular challenges in program service and teaching.
- A recommendation to the College Personnel

Committee on the merit of an individual's year is often helpful feedback .

What is the Value of Performance Reviews?

College level:

- Gives personnel committees and Deans a helpful way to assess faculty performance for salary/ merit recommendations



Procedures

- Always due Mid February (February 23, 2010)
- Review covers the calendar year not the academic year
- Due to the Deans (and possibly your program) with copies to your permanent personnel file
- Colleges will review with or without program recommendations (depending on program bylaws)
- Mid April Deans forward faculty salary recommendation to the Provost and all written performance evaluations to the personnel files.
- In the Summer the Provost makes final salary recommendations when the University's operating budget is finalized. Deans will notify faculty members of their recommended salary increases.

Tips for Preparing Review

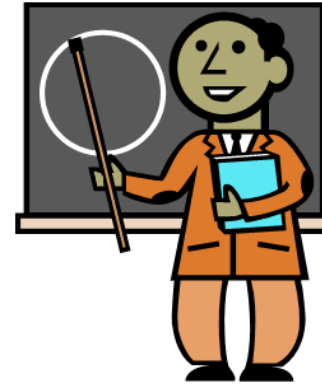
- Each College sets the guidelines for the preparation of this document.
- The length varies by College. For example, CLAS recommends no more than 3 pages in length.
- Should include an introduction as to time at UIS and locus of activity; list the workload in bullet form (classes taught, # of students in each class, NIA's)
- Faculty should address all three categories of Teaching, Scholarship and Service.
- Should not be just a laundry list but reflections on progress and accomplishments in each category and plans for the future.

Section One: Review of Year

- 2/3 of document
- Can be an expanded list or bullet points instead of a formal narrative
- Teaching would be highlighted
- Service and scholarship of equal weight
- Generally no supporting materials should be included (this may depend on college) Personnel files will be consulted if necessary. CBAA encourages attachments. Find out College requirements.

Teaching

- Discuss challenges, accomplishments
- REFLECT on progress
- Characterize the classes
(online, grads, new prep, team teaching)-give a flavor of what you do
- Analysis of course evaluations?



Examples

- My struggle last year was the demographics of my Soc....class. I had 18 year old Cap Scholars and 50 year old returning adults. I researched adult learning teaching techniques, restructured my class to include ways that experiences would be a part of the discussion and created group work where young and old could interact and learn from each other. I felt the class was more unified and more active.

Scholarship



- Discuss the significance of the scholarship as outlined in the Faculty handbook
- Rate its importance from the perspective of your discipline. For example, important conference, premier journal, ground breaking peer reviewed presentation.

Examples

- “ General Education Administration: do’s and don’ts” with Karen Moranski was published in Higher Education Journal, Vol 7, June 2005. This journal is the premier publication for faculty in higher education. Working with Dr. Moranski was a learning experience as we brought different perspectives to the article. We hope to present at the “BS in Higher Education” conference in Hawaii in 2006.

Service



- Distinguish between program, university and service to the profession and community
- Discuss your role/contribution (chair, leader of, designer of)
- Talk about progress, challenges and accomplishments (REFLECT not just LIST)
- Discuss benefits

Examples of Service

- Elected chair of the General Education Committee for 05-06. The expertise that I bring to that committees includes: knowledge of teaching learning process, leadership, knowledge of UIS, good communication skills and dedication. Challenges to be met: GEC as a faculty development process as well as a screening process, tight deadlines and spontaneous policy and decision making.

Section 2: Future Work Plans

- Address all three categories
- List what you think will be your workload
- List what you will be working on in the service and scholarship area
- List challenges and opportunities for the coming year

Using Annual Reviews

- Use the previous review to reflect on comparisons and accomplishments
- Time for 2nd and 4th year reviews? If you gather up all of your annual reviews you will have a head start on compiling your narrative.
- Your reflection from year to year will provide the basis for showing your progress over time
- Time for tenure? Reviews and other documents should provide the foundation for the application
- Post tenure review? NO problem!

Next Steps

- Take this process seriously
- Determine what your College and Program procedures are
- Learn the culture of your College and Program
- Look at good examples from others
- Make the document clear and precise
- Use the Faculty Personnel Policies handbook for vocabulary and definitions of categories

Questions and Comments?