MEMORANDUM

To: Deans, Associate Deans, Directors and Chairs – Norman Campus

From: Kyle Harper
Senior Vice President and Provost

Date: December 5, 2016

Subject: Annual Faculty Performance Evaluations, Unit level summaries, Post-tenure reviews, and updates to the Faculty Capabilities/Interest database for the 2016 Calendar Year

In accordance with the OU Regents' policy since 1977, annual faculty evaluations are conducted for each calendar year. The policy requires individual units to establish their own criteria, subject to dean and provost approval, and to the general standards and limits enacted by the Regents. The process of this annual evaluation usually begins in December and ends in April. It is the policy of the University of Oklahoma (Norman Campus) that all salaried faculty, temporary and permanent, tenure-track and non-tenure-track, and renewable term be subject to the same performance evaluation process.

The basic process of faculty evaluation is described in Section 3.13 of the Faculty Handbook; Sections 3.6.1, 3.6.2 and 3.6.3 provide definitions of teaching, research and service. For split faculty appointments, see Section 3.5.2 of the Faculty Handbook. The basic process of director or chair evaluation is described in Section 2.8.2 (e) of the Faculty Handbook. In 1986, the President approved a Faculty Senate recommendation that the evaluation process produce results that can be reflected on a uniform summary report. To serve this purpose, the Summary Report of Annual Faculty Evaluation form (attached) and a mini-vitae must be completed for each faculty member's 2016 evaluation.

The Summary Report of Annual Faculty Evaluation records the ratings of each faculty member's contributions in the areas of teaching, research scholarship/creative activity and service using a numerical scale ranging from 0.01, unacceptable, to 5.00, outstanding. The rationale section of this form should include a brief qualitative justification for the rating in each area. The mini-vitae, which enumerates each faculty member's calendar year contributions, provides the basis for the qualitative assessment reported on the Summary Report of Annual Faculty Evaluation form. Units may ask faculty members for additional details about their contributions and request the inclusion of mini-vitae(s) for the previous year or two.

Regular faculty in all colleges are asked to use the Faculty Activity System (FAS) to document their 2016 activities and print their mini-vitae. Faculty members may enter activity information into the system by going to http://www.ou.edu/provost/faculty-activity-system and login
with 4+4 username and password. After entering all activity, they may run the “Annual Faculty Mini-Vitae” report to generate the 2016 mini-vitae.

The evaluation should follow the criteria and procedures approved by each faculty member's academic unit. For faculty with appointments split across budget units, deans, directors/chairs should evaluate that portion of the faculty’s effort within their own budget. However, Chairs, Directors and Committee A members are encouraged to meet jointly to discuss the person in a holistic manner. A listing of faculty on permanent split appointments across colleges is attached to assist you. Each dean is responsible for maintaining a list of faculty split appointments across budgetary units within their own college.

From the university's perspective, an important reason for the annual evaluation process is to determine the quality and productivity of academic units and colleges, and to assess their progress toward strategically identified goals of the University, the College and the academic unit. Therefore, as a part of the faculty evaluation process, each academic unit is requested to prepare a two-page mini-vitae for the unit; and each dean, a five-page summary for the college. Additionally, each academic unit is requested to submit the criteria and procedures followed during the 2016 performance evaluation period.

According to University policy, the Summary Report of Annual Faculty Evaluation is to be submitted to the faculty member who should have at least one week in which to either meet with the chair/director and Committee A to discuss the evaluation or to respond in writing to the evaluation before it leaves the academic unit. All members of the unit should be provided with some means of interpreting the relative meaning of their evaluation (e.g., means and standard deviations for all evaluations in the unit, a report of ranking in terms of deciles, a listing of the rank order of the evaluations without names).

All annual faculty evaluations (summary report forms and one-page mini-vitae), evaluation criteria used and the procedure followed for the evaluations, unit mini-vitae and college summaries are due in the Provost's Office by April 3, 2017. The chairs/directors should send the summary reports and the unit mini-vitae first to their college deans, who in turn, will send them to the Provost's Office by the April 3 deadline. It is the responsibility of the deans that each unit turn in a complete set of evaluations and other required documents. The deans will establish college deadlines for completion of the summary report forms by the departments. I will schedule a meeting with each dean in June/July to review the college's faculty and unit evaluations.

Additionally, all post tenure review dossiers are due in the Provost’s office by May 26, 2017. The chair/directors should send the post-tenure review dossiers including the dated letter from the PTR Committee (Committee A) first to their college deans, who in turn, will send them to the Provost’s Office by the May 26 deadline. The deans will establish college deadlines for their receipt of these dossiers. The process of post-tenure review is described in Section 3.7.6 of the Faculty Handbook.

For those few cases wherein the PTR committees indicated a “failure to meet expectations”, the dean should hold the post-tenure dossiers until completion of the formal
professional development plan; and then forward the entire dossier to the Provost’s Office. A dean should alert the Provost’s Office whenever a PTR committee within their college issues a finding of “failure to meet expectations” that requires creating a professional development plan.

In a recent effort to foster increased awareness within OU of the capabilities, interests and current scholarly activities of our faculty and staff, the Office of the Vice President for Research has created a simple web-based, searchable data base, the **Faculty Capabilities and Interests Database**, in which faculty can enter 2-3 sentences about their core interests and capabilities as well as 2-3 sentences about their present and planned activities. The need for such a system has become apparent during the past several years as faculty have expressed frustration in trying to find internal collaborators and to learn about activities of their colleagues more generally. Additionally, the system will be valuable when potential collaborators, including private companies, approach OU faculty and administrators seeking specific areas of expertise.

We ask that you have all Faculty and any Research Scientists and Research Associates in your areas, enter their information -- which will take no more than 5 minutes -- by going to [http://ors.ou.edu/CI/searchci.asp](http://ors.ou.edu/CI/searchci.asp) and logging in with the 4+4 username and password. Please have them check their profile (already entered) and enter additional capabilities and interests. To be most effective, the input should be short -- 6 to 8 sentences. The information can be updated whenever someone wishes. To see how the system works, search for the word “Biology” for example.

Please remind all Faculty, Research Scientists and Research Associates to update their profile during the yearly faculty evaluation process. Please note that we want ALL faculty to participate -- not only those in science and engineering but fine arts, humanities, social sciences, etc. Please direct questions to Kelvin Droegemeier at kdd@ou.edu.

Thank you for your assistance in making this evaluation process a useful one for faculty, academic units, colleges and the university.

Attachments

**cc:** David L. Boren, President  
Wayne Riggs, Faculty Senate Chair  
Kelvin Droegemeier, Vice President for Research  
Simin Pulat, Vice Provost for Faculty Development