



The UNIVERSITY of OKLAHOMA
Mewbourne College of Earth and Energy

TO: Directors
Mewbourne College of Earth & Energy

FROM: Mike Stice 
Dean

RE: Annual Evaluation of Faculty

In anticipation of the spring semester, there are several evaluation processes that need to be scheduled. The purpose of this memo is to consolidate the instructions into one memo with an overall timeline to make this process easier and more coordinated. A checklist is attached for those materials due each year by the first Monday in March; please submit a copy of the checklist with your department's evaluation materials.

Deadlines to submit materials to the Dean's Office are:

The first Monday in March

- Faculty evaluations and annual faculty mini-vitae from the Faculty Activity System
- Summary of department's criteria and procedures for evaluation process
- Two page mini-vitae for department
- Committee A evaluations of Director
- Director Goal and accomplishments

The first Monday in April

- Comprehensive evaluations for renewable term faculty

The last Friday in April

- Copies of progress-toward-tenure letters
- Post-tenure review materials

Faculty Evaluations

The Provost's memo concerning "Annual Faculty Evaluations for the Calendar Year, the evaluation form, sample mini-vitae, and an optional fill-in-the-blank MS Word template for the mini-vitae are available at the Provost's website under #3 on the "Faculty Evaluation":

<http://www.ou.edu/content/provost/memo's.html>.

The relevant rules regarding the faculty evaluation process may be found in Section 3.11 of the Faculty Handbook and in your unit's criteria for tenure, promotion, and annual evaluation.

The evaluation forms must be signed by the faculty member and Committee A before they are submitted to the Dean's office. The faculty member must be allowed at least one week to discuss the evaluation with the Director and/or Committee A. Each elected Committee A member should be evaluated by the Director and the other elected Committee A member. Once the faculty evaluations

have been submitted to the Dean's Office, a meeting will be scheduled with each unit's Director and Committee A to review the evaluations with the Dean. Materials should be submitted to the Dean's Office by the first Monday in March.

Evaluation of Chairs/Director's

A separate memo will be sent to Committee A members regarding performance of the Director of their academic unit.

Departmental Mini-Vita

The director should submit a two-page mini-vitae for the unit to the Dean's Office by the first Monday in March.

Comprehensive Evaluations of Renewable Term Faculty Members

A comprehensive evaluation is required for renewable term faculty members in the year prior to the expiration of their multi-year contract. Allison Richardson will contact you if you have faculty meeting this criterion. This evaluation (similar to a progress-toward-tenure letter for tenure-track faculty) is mandatory before a renewable term faculty member can be appointed to an additional multi-year terms. These evaluations are to the Dean's Office by the first Monday in April.

Progress-Toward-Tenure Letters

Copies of progress-toward-tenure letters are due to the Dean's Office by the last Friday in April.

Post-Tenure Reviews

Post-tenure reviews shall be initiated immediately following the completion of the annual faculty evaluation process. The complete PTR dossiers with all items on the PTR checklist are due in the Dean's Office by the last Friday in April.

cc: Committee A members
Unit Assistants