




The UNIVERSITY of OKLAHOMA

*Mewbourne College of Earth and Energy
Office of the Dean*

DATE: December 18, 2024
TO: Directors and Committee A, Mewbourne College of Earth and Energy
FROM: John K. Antonio, Dean 
RE: Annual Evaluation Processes

As we begin the spring semester, there are several annual evaluation processes that need to be planned. The purpose of this memo is to consolidate the instructions for these annual processes into one memo, including an overall timeline. Deadlines for submitting materials to the Dean's Office are:

No later than December 20 –

Determine if any faculty currently scheduled for PTR requires a Comprehensive Post-Tenure Review based on the previous four years of annual evaluations.

No later than April 1st –

Notification to Dean and Provost of faculty scheduled for Post-Tenure Review who will need to complete a Comprehensive Post-Tenure Review based on the most recent annual evaluation (instead of the default Streamlined PTR).

Notification to Dean and Provost of any tenured faculty that will require a prompted Comprehensive Post-Tenure Review due to having two or more scores of below “meets expectations” component of their annual evaluation.

The first Monday in April –

Faculty evaluations for all regular faculty submitted to FAS,
Annual evaluation of renewable term instructors and lecturers
Annual and/or Comprehensive evaluation of ranked renewable term faculty
Director's Summary of Faculty Evaluations/Unit Mini-Vitae
Committee A Evaluation of Director narrative, with survey results attached
Director Self-Evaluation
Unit status/annual report
A copy of the unit's procedures for the evaluation of faculty and director



The last Friday in April –

Progress-Toward-Tenure letters
Post-Tenure Review materials (FAS)

Faculty Evaluations (FAS)

The provost's memo concerning Annual Faculty Evaluations, guidance for feedback, and related forms are available on the provost website <https://ou.edu/provost/faculty-affairs/evaluation>

The relevant guidance regarding the faculty evaluation process may be found in 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 uploaded to FAS and submitted to the Dean's office for review and approval. The faculty member must be allowed at least one week to discuss the evaluation with the Director and/or Committee A before submission to the Dean.

Each elected Committee A member should be evaluated by the Director and the other elected Committee A member(s). Deadlines and submission in FAS are the same as the regular faculty, by the first Monday in April.

Evaluation of Chairs/Directors

A separate memo that addresses the annual performance review process for the director of a unit will be emailed to Committee A and the Director.

Director's Summary of Faculty Evaluations/Unit Mini Vitae

The director should submit a summary of the faculty evaluations/unit mini vitae to the Dean's Office by the first Monday in April.

Annual and Comprehensive Evaluations of Renewable Term Faculty Members

It is the policy of the University (Norman Campus) that all faculty, temporary and permanent, tenure-track and non-tenure-track, and renewable term be subject to the same performance evaluation process. A comprehensive evaluation is required for renewable term faculty members in the year prior to the expiration of their multi-year contract. 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 term. All Faculty Evaluations should be submitted via FAS to the Dean's Office by the first Monday in April for review and approval.

Progress-Toward-Tenure Letters

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

Post-Tenure Reviews (FAS) – UPDATED POLICY Fall 2024

<https://ou.edu/provost/faculty-affairs/tenure-and-promotion>

Post-tenure reviews shall be initiated immediately following the completion of the annual faculty evaluation process. The completed PTR dossiers are to be submitted to the Dean's Office in FAS by the last Friday in April. Units will need to notify the Dean and the Provost's Office (facultyaffairs@ou.edu) no later than April 1st, if a faculty member scheduled for review will need to complete a comprehensive versus a streamlined review.

Unit Annual/Status Report

The director should submit the annual status report to the Dean's Office by the first Monday in April.

cc: Unit Assistants