




The UNIVERSITY of OKLAHOMA
Mewbourne College of Earth and Energy
Office of the Dean

DATE: January 30, 2023

TO: Directors and Committee A, Mewbourne College of Earth and Energy

FROM: John K. Antonio, Interim Dean 

RE: Annual Evaluation of Faculty

As we begin 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. Deadlines to submit materials to the Dean's Office are:

The first Monday in April

- Faculty evaluations (FAS)
- Comprehensive evaluation of renewable term faculty, instructors
- 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, the guidance for feedback, and related forms are available on the Provost website <https://www.ou.edu/provost/memos/memos1>

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 addresses the review process for the director of a unit and will be emailed to Committee A and the Director regarding the performance of the Director of the academic unit.

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. The Dean's Office will contact you if you have faculty that meet these criteria. 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

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

Post-Tenure Reviews (FAS)

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

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