



The UNIVERSITY of OKLAHOMA
Office of the Senior Vice President and Provost

December 2, 2021

Dear Chairs and Directors,

Faculty annual evaluations are central to our achievements as an institution and our ability to accomplish the goals of the *Lead On* strategic plan. In 2021, the ongoing global pandemic may have impacted faculty achievement, with the effects varying across individuals. In order to take these factors into account, the process of faculty annual evaluation will be altered for 2021, as in 2020. This revised process will acknowledge challenges, and place greater focus on mentoring and development. The 2021 process will not include numerical ratings (although some colleges may continue to use internal evaluation processes for the purposes of offering summer funding and other resources). Instead, unit leadership will provide written feedback to faculty that focuses on guidance and coaching, motivating faculty to continue their ongoing efforts toward high standards. By encouraging faculty to submit a description that frames the impact of their efforts in teaching, research/creative activity, and service for 2021, you will have richer information about which to provide recommendations for growth and achievement for all faculty, both pre- and post-tenure. Faculty will also have the option to share the impact of the pandemic on their accomplishments this year.

You are asked to consider a wide variety of sources of information provided in the resources described below. Unit leaders are also urged to consider efforts toward diversity, equity, and inclusion; community engagement; and transdisciplinary and collaborative research, in accordance with the strategic plan. By better aligning our faculty annual evaluation system to the *Lead On Strategic Plan*, and by promoting faculty development and coaching in the annual evaluation process, the University will strive for rigorous standards against which we can compare to AAU benchmarks.

Resources to assist you in the annual evaluation process in 2021, including a Faculty Performance Template, a Pandemic Impact Statement/Checklist, a Comprehensive Description of Evaluation Activities and Sources, and Guide to Providing Feedback to Faculty can be accessed [here](#). These are suggestions meant to help guide your activities. They are not requirements and you do not need to address every item included in these materials.

- Faculty Performance Template
 - Used by faculty members to expand on and frame the impact of their teaching, research/creative activity, and service efforts
- Pandemic Impact Statement/Checklist
 - Used by faculty to document the effect of the pandemic on their achievements in teaching, research/creative activity, and service
 - Should be uploaded to the Faculty Activity System as part of the 2021 evaluation process
- Expanded Evaluation Activities and Sources

- Used by chairs/directors and members of Committee A to determine the types and sources of information to be considered in the 2021 annual evaluations; units should communicate to faculty about the information that will be assessed and encourage faculty to submit any additional documents for the evaluation process
- Used by faculty to consider what sources of information to provide for the annual evaluation process and to complete the Faculty Performance Template
- Guide to Providing Feedback to Faculty
 - Used by Chairs/Directors and Committee A to provide feedback to faculty on their performance

The narrative generated by unit leadership for each faculty member *must include the following text inviting faculty to respond to the feedback:*

FACULTY RESPONSE

I have read and do not wish to respond to the evaluation summary of my performance.

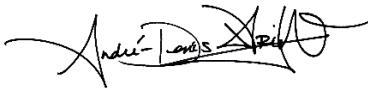
I have read and wish to respond to the evaluation summary of my performance.

Signature: _____

The narrative should be uploaded to the Faculty Activity System *in place of the standard evaluation form by May 2, 2022.*

If you have questions about the 2021 evaluation process, please contact Interim Vice Provost for Faculty Lori Snyder at lsnyder@ou.edu.

Stay well and best regards,



André-Denis G. Wright, Ph.D.
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