



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

MEMORANDUM

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

From: André-Denis Wright
Senior Vice President and Provost

Date: December 11, 2023

Subject: Annual Faculty Performance Evaluations

Faculty annual evaluations are central to our achievements as an institution and our ability to accomplish the goals of the *Lead On* strategic plan. To serve this purpose, the Summary Report of Annual Faculty Evaluation form (attached) and a mini-vitae must be completed through the Faculty Activity System (FAS) for each faculty member's 2023 evaluation.

Evaluation of faculty activities will no longer include decimals when assigning scores within the individual areas within the distribution of effort (Teaching, Research and Creative Activity, and Service). Composite scores may include one decimal point. The revised Summary Report of Annual Evaluation to be used for the evaluation of faculty activities for the 2023 calendar year is attached.

Assigned scores will reflect the following terms:

Individual Area Scores

5	Outstanding
4	Exceeds Expectations
3	Meets Expectations
2	Does not meet Expectations
1	Unacceptable

Composite Scores

5.0	Outstanding
4.0-4.9	Exceeds Expectations
3.0-3.9	Meets Expectations
2.0-2.9	Does not meet Expectations
1.0-1.9	Unacceptable

Unit leadership is encouraged to continue providing written feedback to faculty that focuses on guidance and coaching, motivating faculty to continue their ongoing efforts toward high standards. Encouraging faculty to submit a description that frames the impact of their efforts in teaching, research/creative activity, and service for 2023 will give richer information about which to provide recommendations for growth and achievement for all faculty, both pre- and post-tenure.

Unit leaders are asked to consider a wide variety of sources of information provided in the

resources described below. Units are also urged to consider efforts toward community engagement, inclusive excellence, 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 in the annual evaluation process in 2024, including a Faculty Performance Template, a Comprehensive Description of Evaluation Activities and Sources, and Guide to Providing Feedback to Faculty can be accessed on the [Provost's Office website under Faculty Evaluations](#). These are suggestions meant to help as guides to both faculty and unit leaders. They are not requirements and not every item included in these materials needs to be addressed.

- Faculty Performance Template

- Used by faculty members to expand on and frame the impact of their teaching, research/creative activity, and service efforts.

- 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 2023 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 Summary Report of Annual Faculty Evaluation form as well as any written feedback should be uploaded to the Faculty Activity System for submission to the Provost's Office by **May 1, 2024**.

If you have questions about the 2023 evaluation process, please contact Vice Provost for Faculty Sarah Ellis at sjr@ou.edu.

Attachments

cc: Joseph Harroz, Jr., President
Hunter Heyck, Faculty Senate Chair
Sarah Ellis, Vice Provost for Faculty