

## Annual Evaluation and Merit Raise Assessment Process Beginning Effective FY 15

The new annual reporting process and projected evaluation timeline will change effective immediately in accordance with our newly implemented SOMD Evaluation and Merit Raise process that will be required of all faculty. Specifically, all faculty must be evaluated for merit. It is not permitted to opt out. Regardless of the type of appointment or FTE, each faculty member is eligible for consideration for the highest merit rating.

Following are instructions with additional information indicated on each form:

Required faculty Annual Reports, faculty Self-Assessments, and complete and current CVs are **due by the end of January each year**, reporting on activities from January 1 through December 31 of the previous year. All full- and part-time faculty members regardless of being tenure-related or NTTF must complete the form. **Please fill in the forms and submit them electronically to [deanmus@uoregon.edu](mailto:deanmus@uoregon.edu)**. Please rename the files by adding your last name and first name initial at the front (e.g., change “Annual Report Addendum-RCA-2013.docx” to “MerydithA\_Annual Report Addendum-RCA-2013.docx”).

1. Begin by completing the **Annual Report** form. This form is comparable to what most of you have been turning in each summer, but it will be new for some of the NTTF faculty. We need everyone’s participation from now on.
2. Once you have completed the Annual Report form, next complete the **Faculty Annual Report Addendums** — to report and summarize “Teaching, Mentoring, Advising” (one page); “Service” (one page); and “Research and Creative Activities” (multiple pages). The addendum forms are intended to facilitate, quantify, and clarify your work contributions for the FAC and dean’s review process. It is clear to the FAC and the administration that all hired teaching faculty do teach, but not all (especially NTTF faculty) perform relevant service nor are NTTF faculty hired to perform research or creative activity. If the forms do not apply to you, then do not complete one. For the Research and Creative Activity report addendum, use only the applicable page(s); however if your creative activities fit into those for multiple disciplines or in your opinion are multidisciplinary, then fill-out and submit more than one of the disciplinary pages that are applicable. Items from your annual report should be counted only once on one RCA form. The FAC attempted to clarify how to fill out the forms by indicating those blanks that should have a number to indicate quantity versus those that simply require a “yes/no” response. Each item and category also has a blank with the term “Other” in the event that you perform an activity or service that we have somehow overlooked; please add it. We anticipate further improving and refining these forms over time.
3. The final step for each faculty member will be to **complete a Faculty Merit (Self-) Assessment Form**. On this form we would like you to indicate in general the amount of time and effort spent in

the three categories for which we evaluate: teaching, research/creative activity, and service. A typical tenure-related faculty member would spend perhaps 40% of their time on teaching, 40% on research and/or creative activity, and 20% on service. Not all faculty members are the same, nor are each of you at the same point in your careers so we anticipate variations, but want to know how **you** perceive this aspect of your use of time and effort. Similarly for NTTF faculty, you may spend 100% on teaching or perhaps you fulfill some service and/or administrative duties and thus a breakdown of 90/10 or 85/15 or some such division is appropriate. The FAC and I understand that you are not contracted to fulfill creative activities; however it is our belief that doing so will enhance your teaching and service and provide greater evidence of merit justification. **The assessment document will be used by the FAC to advise the dean, who will complete a separate and independent assessment or evaluation of each faculty member.**

**Timeline:** The SOMD Faculty Advisory Committee will review annual reports and assessments of each faculty member during February and March, complete an assessment of each person, and make a merit recommendation to the dean.

The dean will complete a final review and assessment of each faculty member during April–May and inform faculty members of their final evaluation/assessment summary by end of May. If, in the view of the dean, the submitted documents and FAC assessment reveal that the faculty member did not meet or exceed expectations in a majority of the categories in which he or she was evaluated, no merit increase will be assigned. All faculty who meet or exceed expectations will receive some merit increase.

The dean will send forward merit raise recommendations in May–June each year that will be implemented July 1 following the year that has been reviewed.

Once the merit raise recommendations have been approved, faculty will be informed of their raises. Documentation of decisions will be tracked and maintained through a file held in the dean’s office to allow for appropriate follow-up or review if questions arise later.

**Summary:** You will electronically submit five files (with your last name first initial at the beginning of document name):

1. Annual Report Form 20XX
2. Faculty Annual Report Addendums (2)
  - a. RCA (Research/Creative Activity)
  - b. Teaching and Service
3. Faculty Merit Assessment Form
4. Complete and current CV

Files attached are:

- ANNUAL REPORT 20XX.docx
- Annual Report Addendum-RCA-20XX.docx
- Annual Report Addendum-Teach-Service-20XX.docx
- Faculty Merit Assessment 20XX.docx