

Annual Evaluation and Merit Raise Assessment Process Updated Process for 2015 Reporting

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 April 4, 2016** (*second Monday of spring term*). They will report on activities from January 1 through December 31 of 2015. 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**. Please rename the files by adding your last name and first name initial at the front (e.g., change "Annual_Report_2015.docx" to "MerydithA_Annual Report_2015.docx").

1. Begin by completing the **Annual Report** form.
2. Once you have completed the Annual Report, next complete the **2015 Annual Report Addendum** — to report and summarize "Teaching, Mentoring, Advising"; "Service"; and "Research and Creative Activities." 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 and perform relevant service. But most NTTF faculty, especially part-time, are not hired to perform research or creative activity. An RCA form is not required from NTTF unless their duties call for such work.

For most Research and Creative Activity report addendum, use only the applicable area page; however if your creative activities or FTE involve more than one area, choose the appropriate pages to fill out and submit.

Items from your annual report should be counted only once on one RCA form. This year's addenda report is in spreadsheet format (Excel) with a tab at the bottom for each area. Faculty are to enter their name in the top of each form used and numerals in the available cells for each item. There are areas for entering text to explain information when choosing "other." The spreadsheet will total all of the numerical cells. **These addenda will be used by the FAC to advise the dean, who will then complete a separate and independent assessment or evaluation of each faculty member.**

3. The final step for each faculty member is to submit a current **curriculum vitae** with their reports.

Timeline: The SOMD Faculty Advisory Committee will review annual reports and assessments of each faculty member during April and into May, 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 May and into June and inform faculty members of their final evaluation/assessment summary by end of finals week. 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 next opportunity for a merit increase according to the current CBA is January 1, 2017.

The dean will send forward merit raise recommendations according to a timeline that will come from Academic Affairs.

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 three files (with your last name first initial at the beginning of document name):

1. Annual Report Form
2. Faculty Annual Report Addenda
3. Complete and current CV

Files distributed from the dean's office are:

- ANNUAL_REPORT_20xx.docx
- Annual_Report_Addendum_20xx.xlsx