

# **Process for Annual Evaluation and Merit Salary Review of Career and Adjunct Non-Tenure Track Faculty (NTTF) Teaching and Research Positions**

## **Department of Computer and Information Science**

**June 3, 2014**

### **OVERALL PURPOSE and PROCESS**

The CIS Department's Personnel Committee NTTF Evaluation Subcommittee performs a yearly review of all career and adjunct NTTF teaching members based on annual activity reports and other gathered information to provide feedback and guidance in performance. Faculty cannot opt-out of this evaluation.

The results of this evaluation are given to the CIS Department Head who will make the final evaluation decisions. The Department Head communicates the results of the evaluation to each individual faculty member. When merit funds are available, the Department Head makes the distribution and reports to the CAS Dean the overall evaluation of each Career NTTF faculty using the NTTF Merit Summary form available on CASweb. Regardless of appointment or FTE, each faculty member is eligible for consideration for the highest merit rate. Faculty who meet or exceed expectations will receive some merit increase. The Department's general policy is to maintain an equitable and merit-oriented salary distribution, while responding to issues of equity, parity, compression, inversion, and retention in overall salaries. (We note that merit pay evaluation often covers more than one year. In that case, individual annual reports are used or a special period of evaluation may be created.)

Research NTTF—Career and Adjunct Research Assistants, Associates and Professors, and Post-Docs—will be reviewed annually and eligible for merit salary increases when available. The CIS Department Head will carry out the review with input from the supervising TTF faculty member. Reviews will evaluate the performance of duties, tasks, and responsibilities described in the contract language and job descriptions for each position. Merit increase recommendations will be based on the extent to which the individual as met, failed to meet or exceeded the expectations for performance of her/his assigned duties and responsibilities as documented in the performance reviews.

### **CRITERIA**

#### **Teaching Faculty: Career Instructors and Lecturers**

Each career NTTF instructor will have a personalized job description formed in conjunction with the Department Head. For purposes of assessment, the Head will provide the job description to the PC NTTF Evaluation Subcommittee. Most Career NTTF are evaluated by performance in three general categories: teaching, service and professional development. A few positions such as the Director of Undergraduate Education may have additional service in the form of administrative duties.

For satisfactory performance, faculty in each rank must maintain these general criteria:

- Quality of teaching
  - Teach the CIS 6 course load with satisfactory student and peer evaluation;
  - Contribute to the departmental curriculum as a whole;
  - Have a commitment to effective and respectful interaction with students.
- Effectiveness of institutional and academic service
  - Participate in the governance of the CIS Department by serving on departmental and University committees;

- Professional development
  - Participate in visible service to the profession of computer science education: attendance at conferences, writing scholarly articles, writing textbooks or other educational resources

During the evaluation process, these criteria will be defined in more detail as to quantity and quality expectations. For merit increase, a faculty member's performance must meet or exceed the expected satisfactory performance. For less than satisfactory, performance must be below these expectations. Consideration will be made for unusual individual situations such as reduced or increased teaching loads.

### **Teaching Faculty: Adjunct Instructors and Lecturers**

Instructional staff who are intermittent or of limited duration are usually defined as adjunct. Adjunct Instructors and Lecturers are described in a generic job description for Adjunct Teaching faculty. Most adjuncts will teach one course per term at 0.43 FTE.

For satisfactory performance, faculty in the adjunct category must maintain these general criteria:

- Quality of teaching
  - Teach defined course load with satisfactory student and peer evaluation;
  - Participate in and contribute to curriculum coordination;
  - Have a commitment to effective and respectful interaction with students.

### **DISTRIBUTION OF EFFORT**

Each position will have specific percentages for each category that define overall job effort and hours spent. For Career NTTF Instructors and Lecturers, the following weighting is applied to the evaluation: 85% for teaching, 10% for service, and 5% for professional development. For Adjunct NTTF Instructors and Lecturers, workload is defined as 100% teaching, 0% service and 0% professional development.

### **PROCEDURE**

The departmental procedure for the annual evaluation of faculty has the following steps: collection of information, evaluation by the PC NTTF Evaluation Subcommittee, and evaluation by the Department Head.

#### **Collection of Information**

The CIS Department believes that effective faculty evaluation depends on obtaining comprehensive information about each faculty member of their teaching, research, and service activities. Information will be collected from both the individual faculty member and from the CIS Department support staff.

When solicited by the PC by the end of Winter quarter of each academic year, each career and adjunct NTTF faculty member will provide the following information for annual evaluation:

- *CIS Annual Activity Report*. This report documents the achievements of the faculty member with regard to the criteria used for evaluation. It should include a list of courses taught. This may take the form of an automated document (Excel or XML). The data collected in this document and process may be revised by the Ad Hoc Personnel Policy

Committee and submitted to the CIS Faculty for approval as a Major Decision. (See CIS Constitution.)

- Updated CV
- Personal Assessment and Objectives Statement. This narrative of 2 pages or less gives the assessment of achievements in the past year and objectives for the coming year. It should include a description of notable curriculum development activities, a description of service activities (committee, advising, etc.), a description of professional development activities and a one-page summary of accomplishments. The statement will be part of their evaluation record and is intended primarily as an opportunity for self-evaluation and envisioning future goals.

The CIS Department will provide for each faculty member:

- Summary of student evaluation scores from classroom teaching (CIS Office Manager) with each course showing: Instructor and Department Mean for University Questions and Instructor and Department Mean for Department Questions.
- Copies of signed comments from student evaluation (CIS Office Manager)
- Copy of peer review of classroom teaching report (CIS Office Manager)

It should be noted that the UO Office of Academic Affairs considers Annual Activity Reports and CVs publicly available documents. Other information gathered for these processes are considered confidential.

### **Evaluation Process by the PC NTTF Evaluation Subcommittee**

After the required information has been gathered, the PC subcommittee will review each faculty member individually. The PC will review the final results of the evaluation process and produce a report summarizing the outcomes for each faculty member.

The subcommittee will provide an overall summary of performance for Career NTTF Instructors and Lecturers in teaching (85%), service (10%) and professional development (5%) with the following values: exceeds expectations (3 pts), meets expectations (2 pts), and below expectations (1 pts). That will then be combined with the percentage weight of each performance level to give a weighted average. For the example above, an instructor meeting expectations on all areas of performance will receive a weighted average of 2.0. (See Figure 1.) A paragraph of commentary will summarize the case. The report will be provided to the CIS Department Head.

	Expectations				Weight (% x pts)
	Exceeds (3 pts)	Meets (2 pts)	Below (1 pts)	N/A	
Teaching (85%)		2			1.7
Service (10%)		2			.2
Professional Development (5%)		2			.1
				Weighted Average	2.0

Commentary/Explanation: \_\_\_\_\_

**Figure 1: CAS NTTF Merit Summary**

### **Evaluation Process by the Department Head**

The Department Head may then decide whether to release the overall report to each faculty member and/or also to the faculty as whole, preserving anonymity of the individual scores. For merit salary increases, the Department Head uses the committee's rating since the last merit increase to construct a distribution of any available funds for salary increases, within the constraints of guidelines obtained from the College and the University with respect to the separation of Cost of Living Adjustment (COLA) and merit raises. Regardless of appointment or FTE, each faculty member is eligible for consideration for the highest merit rate. Faculty who meet or exceed expectations will receive some merit increase.

The distribution of merit raises usually follows the committee's ranking very closely, although occasionally the Department Head may factor in additional information. The resulting distribution is usually discussed between the Department Head and the chair of the Personnel Committee before it is submitted to the College. While the CIS Department Head has authority to decide salary distribution, it is expected that the resulting distribution will reflect the annual faculty evaluation reports in an equitable manner. The CIS Department Head will discuss the resulting distribution with the Personnel Committee before it is submitted to the CAS Dean. Finally, the Department Head makes the distribution and reports to the CAS Dean the overall evaluation of each NTTF faculty based on the form in Figure 1. The Department Head communicates the results of the evaluation to each individual faculty member. At a minimum the amount of the raise must be communicated to the faculty member.

### **DOCUMENTATION**

The results of each individual's annual evaluation and/or merit review will be documented in an individual report (scoring sheet) and retained in a personnel folder for each TTF and NTTF member. These folders will be stored in a locked filing cabinet in the CIS Office Manager's office. These documents are considered confidential.

All policies and procedures relating to annual and/or merit review of TTF and NTTF staff will be maintained on the CIS Faculty wiki under "Policies". They will be available to all TTF and NTTF members.