

1. Proposed **2016 APR Process:**

- a. Before the end of fall semester, I am asking all faculty to schedule a 5 minute appointment with Tanya to verify your grant and funding balances.
- b. In addition, please log into the Merit Self Report site during this fall to ensure that you have access to your data.
- c. Due to our administration moving their review of our department to January (they started this in 2013), your input into our data base must be completed by January 11 and any edits must be made by January 16.
- d. Elke, Clarice, and Tanya are getting up-to-date with their input (although there will be additional information that they enter between now and January 11).
- e. Tyler is working on a feature where you will enter the exact research citation and the system will input the quantitative values. This will allow the department head to acquire the latest entries for inclusion in the ALEC Update. Faculty will be able to enter citations (and other entries) throughout the year as AIMS will be the repository for all scholarship data.
- f. As has been our operational procedures the past three years, merit decisions (if there is merit this year) will be made once the edits are done on January 16.
- g. Therefore, please ensure that your entries are reflective of your 2016 efforts.
- h. Faculty APR meetings will be scheduled starting February 6, 2017:

**By University Rule 12.01.99.M2 (see below), the Department Head must provide all faculty the opportunity for an annual performance review (APR). This year, all faculty will meet with the Department Head. However, Professors and Associate Professors who aren't seeking promotion may opt out of the face-to-face meeting, if their APR documents are submitted to the Department Head by February 3, 2017.**

UNIVERSITY RULE: 12.01.99.M2 University Statement on Academic Freedom, Responsibility, Tenure, and Promotion Approved June 20, 1997 Revised July 27, 2001 Supplements System Policy 12.01

2.5.5 The exact form of the annual review may differ from college to college, or even from department to department within a college, but must include the following components.

2.5.5.1 Faculty member's report of previous activities. The report should be focused on the immediately previous academic or calendar year, but should allow a faculty member to point out the status of long-term projects and set the context in which annual activities have occurred. The report must incorporate teaching, research, and service. Faculty members should state their short-term and long-term goals.

2.5.5.2 A written document stating the department head's evaluation and expectations. The department head will write an evaluation for the year in a memorandum or in the annual report document transmitted to the faculty member. The faculty member indicates receipt by signing a copy of the document. This memorandum, and/or the annual report and any related documents, will be entered into the faculty member's departmental personnel file. Moreover, this memorandum and/or annual report shall also include a statement on expectations for the next year in teaching, research and service.

2.5.5.3 Meeting between the department head and the faculty member. There will be an annual opportunity for a personal meeting to discuss the written review and expectations for the coming year if either party believes it is needed. In some cases, there may be the need for more frequent meetings at the request of the department head or faculty member.

2.5.5.4 Performance Assessment. In assessing performance and determining salary increases, the weights given to teaching, research, and service shall be consistent with the expectations as determined in 2.5.5.2 and 2.5.5.3 above and with the overall contributions of the faculty member to the multiple missions of the department and University. For example, persons with solely teaching responsibilities who attain excellence in all aspects of teaching should receive comparable merit to persons with multiple responsibilities who attain excellence.