

ANNUAL FACULTY REVIEW AND REAPPOINTMENT PROCESS

Faculty Annual Review Timeline and Guidelines

The following guidelines provide information about the annual review and reappointment process for full-time faculty in the Dr. Kiran C Patel College of Allopathic Medicine (NSU MD).

Important Dates:

Faculty in 2nd Year of Review

Feb. 4: Deadline for faculty in their 2nd year of review to submit annual review materials to Chair

Feb 4-15: Target timeframe for completing annual review meetings with chair and M&P considerations

Feb. 15: University deadline for Faculty Affairs to submit packets (see below for packet contents) to NSU HR for faculty in their 2nd year of review

Faculty in 1st Year of Review, Instructors*, and Research Faculty*

March 4: Deadline for faculty in their 1st year of review to submit annual review materials to Chair

March 2-22: Target timeframe for completing annual review meeting with chair and M&P considerations

March 22: University deadline for Faculty Affairs to submit packets to NSU HR for faculty in their 1st year of review

Faculty in 3rd, 4th, 5th Years of Review

May 27: Deadline for faculty in their 3rd, 4th, and 5th year of review to submit annual review materials to Chair

May 27- June 14: Target timeframe for completing annual review meeting with Chair and M&P considerations

June 14: University deadline for Faculty Affairs to submit packets to NSU HR for faculty in their 3rd, 4th, and 5th years of review

Continuing Contract Faculty

May 27: Deadline for faculty on continuing contract to submit annual review materials to Chair

May 27- June 14: Target timeframe for completing annual review meeting with Chair and M&P considerations

June 30: University target date for submission of packets to NSU HR

* Instructors and Research Faculty are not eligible for consideration for continuing contract.

Scope of annual review:

All faculty members must report activities conducted in the period between their last review and January 1 and provide an updated CV.

All faculty members are required to submit information about each component of their work assignment: Teaching (using the five categories of educational activities recognized in the M&P Guidelines), Research and Scholarly Activity (publications, presentations, grants); Service and Professional Development (internal and external service, professional development activities); Clinical Service/Patient Care; and Administration/Other Assigned Duties. Any honors or awards should also be included. This information mirrors the categories that are on the annual review forms.

For the annual review, publications that are in preparation, or submitted but not yet accepted, and grants that have been submitted but not yet awarded, may be included but should be clearly indicated.

Chair responsibilities:

- To review and follow the procedures for annual review outlined in the college's Merit and Promotion Guidelines and annual review forms.
- To communicate to the faculty to submit annual review materials in time to meet the deadlines above.
- To meet with each faculty member and write a summary letter that evaluates the performance over the past year and gives guidance about future goals, and, in the case of assistant and associate professors, about progress toward promotion.
- In cases where the faculty member has a joint appointment, to consult with the Chair of the other unit.
- To remind faculty members that they have the opportunity to comment in writing on the review.
- To maintain the review letter and any comments in the faculty member's departmental personnel file.

Packet contents:

1. Provost Annual Review Cover Sheet
2. Request for Faculty Reappointment/Promotion Form
3. Annual Review – Annual Work Assignment Form
4. Faculty Self Review and Goal Planning (kept internally, not sent in packet)
5. Dean's Recommendation
6. Chair's Recommendation
7. Faculty Updated CV
8. Two Copies of Job Description

Process checklist:

1. Faculty Affairs works with Chair to complete necessary paperwork.
2. Faculty Affairs assembles the packet and obtains necessary signatures.
3. Completed packets are sent to HR to draft the contract from the President.
4. HR sends the packet with contract to Faculty Affairs for Dean's signature.
5. Faculty Affairs obtains Dean's signature and sends the packet and contract back to President's office.
6. President is the last person to sign the contract.
7. President's office sends contract to faculty member.
8. Faculty member signs and returns the contract to HR.
9. HR sends copies of the executed contract to Faculty Affairs.

FORMS USED FOR THE ANNUAL REVIEW PROCESS

1. APPROVED ANNUAL WORK ASSIGNMENT FOR CURRENT ACADEMIC YEAR

AY _____

Name:		Work assignment for academic year:	
Date of Initial Appointment:		Department:	
Academic Rank:		Years in Rank:	
Selected mission of excellence (for promotion):			

This document is a part of the annual goal setting and evaluation process of NSU MD. When you joined the faculty, you signed a letter of offer that specified your rank, contract term in years, initial salary, and general responsibilities. This is a more specific document that describes your assignment and goals for the next academic year with a focus on progress toward your promotion. It also allows you to report the progress you made during the previous year.

This annual review has three parts: your draft of goals, the supervisor's assignment in response to those goals, and the end of the year progress report that includes a summary table.

For contract renewal, faculty members must demonstrate proficiency in their assigned areas of effort (teaching, research and scholarship, service and professional development, clinical service/patient care, and/or administration/other duties).

For promotion, faculty members must demonstrate excellence in the area of their greatest assignment and proficiency in all other areas. You should familiarize yourself with the standards for demonstrating proficiency and excellence in the NSU MD Merit and Promotion Guidelines so that you are clear on what you need to achieve to be promoted.

2. FACULTY GOALS FOR NEXT ACADEMIC YEAR

AY _____

To be completed by faculty member. This is a draft of your proposed percent effort and goals for the **next academic year**. If your proposed percent effort would differ from your work assignment for this year, include your rationale in the Goals section.

Activity and percentage	Goals
1. Teaching ____%	
2. Research and Scholarship ____%	
3. Service and Professional Development ____%	
4. Clinical Service/Patient Care ____%	
5. Administration/Other Assigned Duties ____%	

I request the following resources for professional development:

3. FACULTY END OF YEAR PROGRESS REPORT

To be completed by faculty member. Reportable activities for each area of effort can be found in the Merit and Promotion Guidelines. Refer to the Final Assignment for **this academic year** to review your assigned goals. Describe your progress towards achieving your goals and include any achievements in addition to your assigned goals. You may enter “See attached” in this chart and provide your Reportable Activities and/or Progress Report on separate pages.

Activity and percentage	Progress and achievements
1. Teaching ____%	<ul style="list-style-type: none"> • List of Reportable Activities and Accomplishments: • Progress on Previously Defined Goals:
2. Research and Scholarship ____%	<ul style="list-style-type: none"> • List of Reportable Activities and Accomplishments: • Progress on Previously Defined Goals: • Planned/Pending research activities (if applicable). <ol style="list-style-type: none"> 1. ____ Number of awards applied for (external (federal and others) and internal) 2. ____ Anticipated number of awards (external and internal) 3. ____ Number of peer-reviewed manuscripts that will be submitted 4. ____ Number of other manuscripts and abstracts that will be submitted
3. Service and Professional Development ____%	<ul style="list-style-type: none"> • List of Reportable Activities and Accomplishments: • Progress on Previously Defined Goals:
4. Clinical Service/Patient Care ____%	<ul style="list-style-type: none"> • List of Reportable Activities and Accomplishments: • Progress on Previously Defined Goals:
5. Administration/Other Assigned Duties ____%	<ul style="list-style-type: none"> • List of Reportable Activities and Accomplishments: • Progress on Previously Defined Goals:

4. ANNUAL WORK ASSIGNMENT FOR NEXT ACADEMIC YEAR

AY _____

Final Assignment for _____
Faculty Name

Activity and percentage	General assignment and specific goals
1. Teaching ____%	
2. Research and Scholarship ____%	
3. Service and Professional Development ____%	
4. Clinical Service/Patient Care ____%	
5. Administration/Other Assigned Duties ____%	

The Department will provide the following resources for professional development:

Department Chair Signature

Date _____

Department Chair Name

I hereby accept these expectations as outlined

Faculty Member Signature

Date _____



ANNUAL FACULTY EVALUATION SUMMARY

For submission to the Provost for faculty in all NSU Colleges

Name _____ N# _____ Rank _____

College/Department _____ Evaluation Period _____ Completion Date _____

I. ANNUAL PERFORMANCE PROFILE

CATEGORY	EVALUATION RATING	CHAIRPERSON COMMENTS
A. Teaching %	<input type="checkbox"/> <i>Above Expectation</i> <input type="checkbox"/> <i>At Expectation</i> <input type="checkbox"/> <i>Below Expectation</i>	
B. Research and Scholarship %	<input type="checkbox"/> <i>Above Expectation</i> <input type="checkbox"/> <i>At Expectation</i> <input type="checkbox"/> <i>Below Expectation</i>	
C. Service and Professional Development %	<input type="checkbox"/> <i>Above Expectation</i> <input type="checkbox"/> <i>At Expectation</i> <input type="checkbox"/> <i>Below Expectation</i>	
D. Clinical Instruction %	<input type="checkbox"/> <i>Above Expectation</i> <input type="checkbox"/> <i>At Expectation</i> <input type="checkbox"/> <i>Below Expectation</i>	
E. Other Assigned Duties %	<input type="checkbox"/> <i>Above Expectation</i> <input type="checkbox"/> <i>At Expectation</i> <input type="checkbox"/> <i>Below Expectation</i>	

II. OVERALL EVALUATION ASSESSMENT

- ABOVE EXPECTATION (above department median and average in at least three categories)
- AT EXPECTATION
- BELOW EXPECTATION (below department median and average in at least three categories)

Additional Chairperson Comments:

Print Chairperson Name

Chairperson Signature

Date

III. FACULTY COMMENTS

Print Faculty Name

Faculty Signature

Date

Submit completed evaluation to Dean and the Office of Human Resources.