1.06-1 WRITTEN ANNUAL EVALUATION

Each faculty member at the University of Georgia, regardless of rank or responsibilities, must receive a written annual evaluation of their performance. Tenure-track faculty, tenured faculty, and faculty outside of the tenure process should be evaluated based upon clear, transparent, and academic discipline-specific assessment criteria and rubrics. All changes to performance criteria must be updated in UGA faculty policies in a timely fashion. These updates must be done in advance of the next review cycle and allow time for faculty to incorporate those expectations into the preparation of their review documents. Written Annual Evaluation policies, processes, and stated criteria must incorporate appropriate due process mechanisms and support the principles of academic freedom.

Each evaluation must address the components outlined in the following framework and encompass continuous professional growth appropriate to the institution’s sector and mission, school or college, and department. Evaluators may use their own format and include additional components if they wish; however, the Office of Faculty Affairs must ensure that workload percentages for faculty roles and responsibilities are factored into the performance evaluation model in a consistent manner. Teaching, research, service, and administrative activities should be noted, including student success activities, as applicable and as further defined in discipline-specific criteria. The Office of Faculty Affairs is responsible for ensuring that academic administrators are properly trained for all levels of evaluation as outlined in the Board of Regents Policy Manual and procedures disseminated by the USG Chief Academic Officer.

Each institution must develop a robust annual professional development plan for academic administrators and faculty to ensure adherence to Board Policy procedures outlined in UGA faculty policies. In addition, the institution is responsible to provide professional development to faculty who serve on tenure and post tenure review committees.

The faculty member is responsible for providing an annual activity report from UGA Elements and any additional documentation and materials required or allowed by the discipline-specific annual evaluation criteria and process. The evaluator will discuss with the faculty member in a scheduled conference the content of that faculty member’s annual written evaluation and their progression toward achieving future milestones. The faculty member will sign a statement to acknowledge that they have been apprised of the content of their annual written evaluation.

A faculty member may respond to their annual evaluation in writing within 10 working days; any such response will be attached to the annual written evaluation. Within 10 working days of the faculty member’s response, the evaluator will acknowledge in writing the receipt of the response, noting changes, if any, in the annual written evaluation made as a result of the faculty member’s written response. This acknowledgement will also become part of the official personnel records. Annual reviews are not subject to discretionary review or appeal.

All USG annual faculty evaluations must utilize the following 5-point scale:

1 – Does Not Meet Expectations
2 – Needs Improvement
3 – Meets Expectations
4 – Exceeds Expectations
5 – Exemplary

Noteworthy achievement as referenced in BOR Policy 8.3.7.3 is reflective of a 4 or a 5 on the above 5-point scale. Deficient and unsatisfactory performance is reflective of a 1 or a 2 on the above 5-point scale.

If the performance overall or in any of the assigned areas of effort is judged to be a 1 – Does Not Meet Expectations or a 2 – Needs Improvement, the faculty member must be provided with a Performance Remediation Plan (PRP) to remediate their performance during the next year; however, remediation cannot be required of a faculty member outside of the contract period.
The evaluator will develop the PRP in consultation with the faculty member. The PRP’s goals or outcomes must be reasonable, achievable within the time frame, and reflect the essential duties of the faculty member. The PRP must include the following components:

1. Clearly defined goals or outcomes
2. An outline of activities to be undertaken
3. A timetable
4. Available resources and supports
5. Expectations for improvement
6. Monitoring strategy

The PRP must be approved by the Dean and submitted to the Office of Faculty Affairs. The PRP will become part of the official personnel records.

Two meetings each during the fall and during the spring must be held to review progress, document additional needs/resources, and consider planned accomplishments for the upcoming semester. After each meeting, the evaluator should summarize the meeting and indicate if the faculty member is on track to complete the PRP. Consequences for failing to meet the expectations of the PRP must be stated at the conclusion of each meeting.

A tenured faculty member evaluated as a 1 – Does Not Meet Expectations or a 2 – Needs Improvement in any one of the assigned areas of effort, for which the assigned allocation of effort exceeds 10%, for two consecutive annual evaluations will participate in a corrective post-tenure review, as described in the Policy for Review of Tenured Faculty. Note that the deficiency does not have to be in the same area but could be in a different area from one year to the next.