

Austin Peay State  
University

## Annual Faculty Evaluation Review

**Issued:** February 23, 2023  
**Responsible Official:** Provost and Senior Vice President Academic  
**Responsible Office:** Office of Academic Affairs

### POLICIES

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#### Policy Statement

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All full-time faculty including, but not limited to, tenure-track, tenured, temporary, non-tenure-track, and clinical-track faculty shall be subject to an annual faculty evaluation and development review.

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#### Purpose

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Annual faculty evaluation reviews shall be conducted for the following reasons:

- To provide faculty with feedback about the extent to which they are meeting or exceeding minimum performance expectations, as identified in the Annual Faculty Evaluation Review form.
- To discuss professional development goals.
- To determine the eligibility of faculty for performance-based salary increases or bonuses when funds are available.

Definitions of performance-based salary increases and merit salary increases are provided below.

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#### Procedures

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The Annual Faculty Evaluation Review shall adhere to the following processes.

- The Annual Faculty Evaluation Review form will be used for annual evaluation of all full-time faculty ~~and published on the Academic Affairs and Human Resources websites.~~
- ~~Should the need arise for the Annual Faculty Evaluation Review form to be revised or replaced, the changes will be accomplished with input from the Faculty Senate and approved by the Provost.~~

Instrument

## Process of Review

- Each annual faculty evaluation is the evaluation of a single calendar year. Merit-based salary increases shall be made based on the current year or the average of the recent three years (current year and the previous two years), whichever is higher.
- A review of each full-time faculty member shall be conducted on an annual basis in accordance with a timetable outlined as part of the [Calendar for Faculty Personnel Actions](#), [Annual Faculty Evaluation Calendar](#).
- The relevant performance period for each review shall be the period of employment during the previous calendar year.
- ~~Each faculty member shall provide an electronic updated curriculum vitae to the chair along with a listing of accomplishments in Areas 1, 2, and 3. An annual Activity Report will automatically generate within Watermark to reflect accomplishments from the calendar year.~~ Other documentation and supporting materials may need to be provided as determined by the chair via advance consultation with the faculty member.
- ~~Tenure-track faculty may provide the same one-page narrative summary page which constitutes one of the required elements within the e-dossier.~~
- The faculty member may complete the Annual Faculty Evaluation Review form as a self-evaluation and ~~bring a copy of~~ [submit](#) the completed self-evaluation [via Watermark](#). ~~to the review session with the department chair.~~
- ~~If the faculty member does not wish to submit a self-evaluation, an auto-generated annual activity report will still be submitted forward~~ forwarded within [Watermark](#).
- The department chair shall complete an Annual Faculty Evaluation Review form for each full-time faculty member in their department.
- The department chair will conduct a one-on-one session with each faculty member to discuss the Annual Faculty Evaluation Review form completed by the Chair. The completed Annual Faculty Evaluation Review form will be ~~sent to Human Resources with copies to the appropriate College dean, department chair, and the faculty member.~~ [stored in Watermark and in the Office of Human Resources](#).
- Deans shall evaluate chairs.
- Faculty who have been assigned administrative duties outside their department shall have ~~a modified two~~ review forms: ~~(1) review to be~~ completed by the individual to whom the faculty directly reports; ~~and (2) review completed~~ by the department [chair](#).

**Commented [IU1]:** Current APSU Calendar for Faculty Personnel Action doesn't have AFE schedule – it is on “Annual Faculty Evaluation Schedule” - refer [https://www.apsu.edu/academic-affairs/faculty/Annual\\_Faculty\\_Evaluation\\_Schedule\\_CalYr\\_2024.pdf](https://www.apsu.edu/academic-affairs/faculty/Annual_Faculty_Evaluation_Schedule_CalYr_2024.pdf)

**Commented [IU2]:** Amended on 4/16/2024 by Faculty RTP Policy Committee

### Focus of Review

Each review will include a quantitative/numerical component and a qualitative/narrative component.

- The quantitative/numerical component will consist of ratings of faculty by the chair on performance in areas pertinent to their faculty appointment. Chairs are permitted to use half-integers when assigning the performance value.
- An overall composite rating (OCR) will be derived for each member using a method for weighting the performance by distribution of effort. A faculty member's overall composite score will determine her/his eligibility for appropriate salary increases or bonuses consistent with the current compensation plan.
- The faculty member under review will sign the Annual Faculty Evaluation Review Form acknowledging their receipt of an evaluation. The candidate's signature is not an indication of agreement or disagreement with the statements or scores. Appeals will not be considered without a signed Annual Evaluation Review Form on file.
- The qualitative/narrative component will consist of written comments that reflect faculty performance.

### Process of Appeal

A faculty member may appeal the review of the chair within ten (10) business days on the following grounds:

1. Errors and misrepresentation in how the performance of the faculty member has been characterized by the chair in the qualitative/narrative portion of the review; or
  2. Inappropriate weighting of performance dimensions or incorrect calculation of overall composite score.
- The faculty member will ~~submit~~ **prepare a written**, narrative appeal within Watermark addressing the applicability of the relevant grounds for appeal and submit it to his/her dean.
  - The dean will review the appeal to determine if it has merit and, if necessary, work with the department chair to make appropriate adjustments in the review.
  - The dean will reply with a decision within ten (10) business days from date of receipt of the appeal. An extension may be granted by the Provost upon request by the dean.

- If the faculty member under review wishes to contest the decanal decision, the faculty member may appeal to the Provost within ten (10) business days from the date of the dean's decision. The Provost's decision is final.

### **Post-Tenure Improvement**

Tenured faculty who fail to receive a satisfactory Annual Faculty Evaluation Review will be asked to participate in the creation of an improvement plan.

- A score of less than 3 (Below Expectations) in Area 1 or 3 shall initiate a post-tenure improvement plan for the corresponding area(s). For Area 2, an average score of less than 3 for the recent three years (current year and the previous two years), or for the current year, whichever is higher shall determine whether to initiate a post-tenure improvement plan for Area 2.

The plan will consist of the following elements:

- One or more performance improvement areas agreed upon with the department chair.
  - Criteria and performance standards identified for each area.
  - Strategies/initiatives to be undertaken in pursuit of improvement to include, but not be limited to, participation in University-sponsored professional development opportunities.
- At the next Annual Faculty Evaluation Review session with the chair, the faculty member will report on his/her progress outlined in the post tenure improvement plan.

### **Definitions**

- *Performance-based Salary Increase or Bonus*: A salary increase or one-time bonus awarded to full-time faculty who meet minimally acceptable performance expectations
- *Performance* – a collection of activities/tasks that form a coherent unit of work, e.g., academic assignment (teaching), scholarly and creative activity (research), and professional contributions and activities (service) pertinent to the faculty appointment.

### **Evaluation of the Policy**

- The Provost, in collaboration with Faculty Senate, shall periodically evaluate this policy in the context of the institution's mission and goals, and evaluate the effectiveness of policy implementation, in order to continuously improve related procedures.

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**Revision Dates**

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APSU Policy 2:053 – Rev.: February 23, 2023  
APSU Policy 2:053 – Rev.: May 19, 2022  
APSU Policy 2:053 – Issued: January 4, 2017

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**Subject Areas:**

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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**Approved**

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President: signature on file

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