

ANNUAL FACULTY and ADMINISTRATOR EVALUATION PROCESS

The annual evaluation process in the Gibbs College of Architecture (GCA) shall complement and be consistent with the evaluation guidelines set forth by the OU Office of the Senior Vice President and Provost, and OU Faculty Handbook section 3.13 *Faculty Evaluation*. The annual efforts of faculty with a minimum appointment of 1.0 FTE shall be evaluated by their respective Division Committee A under the terms of these guidelines and process. The annual efforts of faculty with an appointment of less than 1.0 FTE shall be evaluated by their respective Director under a separate process using criteria listed under the AFEC document that correlate with that faculty member's appointment.

Part 1. Annual Faculty Evaluation Criteria

- a. The effective GCA Annual Faculty Evaluation Criteria (AFEC) document shall supplement the Provost's request and provide specific annual faculty evaluation guidelines and criteria.
- b. During weeks four (4) to six (6) of the Fall semester, the GCA Standards Committee shall meet to review, discuss, and either amend or re-adopt the AFEC document. The Standards Committee and Dean shall meet at this time to discuss potential amendments and to share viewpoints on the document and potential amendments. Inaction by the Standards Committee and Dean shall be interpreted as an implicit re-adoption of the current and effective AFEC document.
- c. In the case of amending the AFEC document, the Standards Committee shall record changes to the most up-to-date AFEC document and send the draft for approval by GCA regular faculty at the next special or regular GCA faculty meeting.
- d. Voting on proposed revisions to the most up-to-date AFEC shall conform to the appropriate voting process outlined in the GCA Bylaws.
- e. The revisions to the most up-to-date AFEC is submitted to the Dean for approval by the Standards Committee no later than November 15 of the previous year. The annual faculty evaluation process will be using the most up-to-date AFEC document until the revisions to the most up-to-date AFEC document is approved by the Dean and the Provost.
- f. Any changes to the document draft proposed by either the Dean or Provost shall return to the faculty as information only (mandated) or for a vote (non-mandated).

Part 2. GCA Faculty Evaluation Process:

- a. Per request of the Provost, each 1.0 FTE faculty member prepares and submits documents (Packet) to summarize their teaching, research and creative/scholarly activity, and service efforts as outlined in the AFEC and guided by the OU Office of the Senior Vice President and Provost. The documents to include are but not limited to:
 - A mini-vita articulating accomplishments for the calendar year under review with updated information also included in the OU Faculty Activity System (FAS).
 - The Summary Report of Annual Faculty Evaluation form as provided by the Provost's office under "Additional Unit Review Documents" on FAS.
 - The faculty self-reporting worksheet (appendix A of AFEC) providing self-assessment of teaching, research and creative/scholarly activity, and service efforts for the evaluated year under "Additional Unit Review Documents" on FAS.
 - Additional supportive material as required by and in the requested format described in the AFEC document.
- b. Each Division Committee A shall perform the evaluation of all its Division's faculty. For the evaluation of each Committee A member (including Division Director), the other members of the Committee A shall perform the evaluation including a cover memo and scores on the Provost's current Summary Report Form and Distribution of Effort for Calendar Year (next year). Please see section 6.d for additional guidelines for the Director's and Associate Dean's evaluation.
- c. The Division Director updates the Summary Report of Annual Faculty Evaluation for Calendar Year (evaluation year) and Distribution of Effort for Calendar Year (next year) for individual faculty based on the draft form provided by the faculty, the evidence contained in the packet and other relevant information. No evaluation scores are included in this draft. This draft and any support documentation are shared with the other two (2) Committee A members at least one week prior to the initial Faculty Committee A meeting.
- d. Prior to the initial meeting, Committee A members review the individual faculty Summary Report of Annual Faculty Evaluation drafts and related materials for compliance, accuracy, clarity, and fairness related to the AFEC and consistency with all other Division faculty evaluations.
- e. Based on consensus agreement at the initial meeting, Committee A assigns scores for teaching, research and creative/scholarly activity, and service efforts and adds these to Summary Report of Annual Faculty Evaluation form.
- f. This comprehensive draft is shared with the evaluated faculty member by the Director, on behalf of Committee A, at least three (3) days prior to the Faculty Review Meeting.
- g. The Director, on behalf of Committee A, coordinates a review meeting (Faculty Review Meeting)

with each individual Division faculty member and at which time Committee A shall present its evaluation draft.

- h. The Faculty Review Meeting shall be led by the Director. It shall be scheduled to allow time for adequate discussion. The meetings are intended to discuss, in clear language and constructive manner, the efforts made by the evaluated faculty. Efforts that lead to successful outcomes shall be articulated alongside opportunities for improvements. The faculty member's professionalism as defined in the AFEC shall also be discussed at this time as needed.
- i. During the Faculty Review Meeting, Committee A shall propose teaching, research and creative/scholarly activity, and service efforts scores, provide and/or update comments, and recommend the Distribution of Effort for the following calendar year. This information shall be documented by the Director on behalf of Committee A.
- j. Faculty Review Meetings shall be completed by approximately March 15 (except April 1 for Division of Architecture).

Part 3. Finalization of Evaluation

- a. Within one week after the Faculty Review Meeting (approximately March 22 (except April 8 for Division of Architecture), the Director shall finalize the Summary Report of Annual Faculty Evaluation form scores, comments, and Distribution of Effort for Calendar Year (next year).
- b. The Director shall briefly summarize Committee A's feedback in the Summary Report of Annual Faculty Evaluation form under *COMPOSITE* column. Feedback that provides guidance for future improvements and expression of appreciation to deserving individuals is the key for success and better aligns with the University's Strategic Plan. Directors are encouraged to provide a separate memo if more space is needed than what is provided in the Summary Report of Annual Faculty Evaluation form. It is not necessary to summarize the accomplishment of past year in the feedback narrative as that is provided by the faculty in the Summary Report of Annual Faculty Evaluation form.
- c. When the evaluation is complete, the Director secures the signatures of the other Committee A members on the Summary Report of Annual Faculty Evaluation form. The review process at the Committee A level is completed once all Committee A signatures and scores are added to the form, comments are formalized as a cover memo, and a percentage is assigned for the Distribution of Effort for Calendar Year (next year). Together, these form the Evaluation.
- d. The Evaluation is submitted to the appropriate faculty member by the Director on behalf of Committee A. The Director shall retain a copy of the Evaluation.

Part 4. Faculty Review of Evaluation:

- a. Upon receipt of the Committee A signed Evaluation, the faculty member shall provide their signature on the Summary Report of Annual Faculty Evaluation form as acknowledgment of receipt of the Evaluation. If the faculty member generally agrees with the Evaluation, the box labeled "With Consent" shall be checked. If the faculty member generally does not agree with the Evaluation, the box labeled "Without consent" shall be checked. The faculty is entitled to provide comments, in addition to their signature, whether on the original form in the space provided, or on a separate single letter-sized page.
- b. The faculty member shall submit their signed Summary Report of Annual Faculty Evaluation form to the Director by approximately March 29 (except April 15 for Division of Architecture). If a faculty member withholds their signature, the Director will submit the unsigned document by the provided deadline under section 5.

Part 5. Submission of Faculty Evaluation and Dean Review:

- a. After the faculty member resubmits their signed Summary Report of Annual Faculty Evaluation form to the Director, the Director submits them through FAS as suggested by OU Office of the Senior Vice President and Provost by April 3 (except April 19 for Division of Architecture).
- b. The Dean shall approve all submitted Summary Reports of Annual Evaluation Forms to acknowledge review through FAS system before submitting to Office of the Senior Vice President and Provost by the required date.
- c. It is recommended that the Dean review those evaluations marked by faculty as "Without Consent". The Dean may add comments through FAS to any Summary Report of Annual Faculty Evaluation. Following the Dean's review, the Dean may elect to request additional meetings with Division Committee A and/or the faculty member – outside of the official university evaluation process – in an effort to provide feedback in support of the process and/or faculty member.

Part 6. Administrative, Service and Special Appointments

- a. Administrative obligations and efforts of Directors, Associate Deans, and other similar appointments (not including the Dean) shall be articulated and listed separately under the "Service" category in the Packet and summarized on the Summary Report of Annual Faculty Evaluation form.
- b. A Director, Associate Dean, and other official administrators shall submit through FAS

documentation of regular teaching, research and creative/scholarly activity, and service efforts as required under section 2a. In addition, they shall provide a self-assessment report of administrative responsibilities which can include the following:

- (evaluation year) Administrative service objectives or goals.
 - (evaluation year) Administrative service accomplishments.
 - (evaluation year) Administrative service objectives not accomplished and suggestions.
 - (next year) Administrative service objectives or goals.
- Together, these shall comprise the Administrator's Packet and should be uploaded under "Additional Unit Review Documents" on FAS as separate files.
- c. The evaluation of regular teaching, research and creative/scholarly activities, and non-administrative service efforts shall be completed by Committee A and follow the process highlighted in Parts 2-5 of this document.
 - d. Administrative service efforts by a Director, Associate Dean, and other official administrator shall be evaluated by the Dean or other supervisor of that administrative faculty member.
 - e. In support of the evaluation of administrators' efforts, Division Committee A members shall solicit formal input using an anonymous questionnaire from associated faculty directly impacted by the efforts of a Director, Associate Dean, and/or other official administrator. The self-assessment report of administrative responsibilities shall be included with the anonymous questionnaire. Faculty shall be permitted up to two weeks from the release date of the Administrator's Packet and questionnaire for review of the Administrator's Packet and the questionnaire's completion by March 1.
 - f. Committee A shall provide a summary report of faculty feedback from the anonymous questionnaire to the Dean or other supervisor.
 - g. The Dean or other supervisor prepares an assessment of administrative efforts in the form of a cover memo. This cover memo is included with Committee A's evaluation of regular teaching, research and creative/scholarly activity, and service efforts.
 - h. Committee A shall complete the (evaluation year) Summary Report of Annual Faculty Evaluation form and submit as per the process under Parts 2-5 of this document. The service score shall be determined by Committee A and the Dean together and shall serve as an assessment of the total administrative and non-administrative service efforts.

Part 7. Post-Evaluation

- a. In special instances, faculty may negotiate a change, in coordination with the Director and Dean, to the distribution of their efforts mid-course during the calendar year.

Part 8. Dean's Evaluation

- a. The process of the evaluation of the Dean's teaching, research and creative/scholarly activities, and total service efforts shall be determined and overseen by the Office of the Provost.

EVALUATION TIMELINE

- Standards Committee submits an updated and faculty-approved revision to the most up-to-date Annual Faculty Evaluation Criteria (AFEC) document to the Dean for approval no later than– November 15
- Dean submits revision to the most up-to-date AFEC document to Provost office for approval no later than – December 1
- Provost issues notice to faculty to prepare annual reports – By first week of January.
- Faculty with a 1.0 FTE appointment submit annual reports through FAS no later than – February 1 or as directed by Provost’s office
- Division Committee A holds initial review and faculty meetings – Shall be completed before March 15 (except April 1 for Division of Architecture)
- Directors, on behalf of their Committee A, submit the evaluation comments and scores to faculty for their signature of acknowledgement – March 22 (except April 8 for Division of Architecture)
- Faculty submit their signature of acknowledgement back to Directors – March 29 (except April 15 for Division of Architecture)
- Directors submit signed Packets and the evaluation comments and scores through FAS no later than – April 3 (except April 19 for Division of Architecture).
- Committee A submitter submits signed Packets and the evaluation comments and scores for Director and Associate Dean through FAS no later than – April 3 (except April 19 for Division of Architecture).
- Dean forwards Packets and evaluation comments and scores to Provost through FAS – May 1