

March 3, 2009

MEMORANDUM

To: Deans and Department Heads

FROM: Karan Watson, Vice Provost for Strategic Initiatives

SUBJECT: Faculty Annual Evaluation Changes

A variety of university goals and mandates on the university have led to the need to assure that Faculty Evaluations give appropriate credit to those aiding in achieving university, college and departmental goals and hold faculty members and administrators appropriately accountable when these efforts are not recognized and valued. The needs fall in three major areas:

- University culture supporting interdisciplinary and multidisciplinary collaboration
- University culture enhancing diversity and internationalization climate and experiences
- University culture requiring appropriate attention to safety and compliance

As you are aware I presented much of these ideas to the Council of Deans, the Council of Department Heads, and the Faculty Senate during February. Based on the feedback I received from you and the faculty I have adjusted the expectations. I adjusted the timelines. I recognize that currently we are asking departmental faculty to meet for the Academic Master Plan; and I recognize that any changes to annual review are likely to take more than one meeting. In addition, several of the expectations were modified to accommodate concerns that were voiced during the preliminary feedback opportunity. Please let me know if I can be of assistance at any meetings you convene in making the expectations clearer.

The college deans and department heads will assure that faculty and administrators engage in the dialogue to appropriately integrate within the teaching, creation and dissemination of new knowledge or creative activities, and service/engagement efforts these areas into the college and department procedures for annual reviews of faculty members. I recognize that this dialogue is not trivial and that to be done well it will take some time. These dialogues are needed so that faculty members have the opportunity to discuss how to make the first two bullets integrated with existing processes in a way to value those faculty members who can and do appropriately engage in activities in these important areas, It is for each faculty, departmental or college, to determine what will be required of all faculty members, and what will be valued because they have made choices or been chosen to engage in contributing to the areas in the first two bullets. The third bullet is a requirement for all faculty members.

Modified annual review procedures incorporating these areas should be submitted to the Dean of Faculties and Associate Provost for approval by May 26th. (Colleges or departments that believe no modifications are necessary to their annual evaluation procedures should inform the Dean of Faculties.) All faculty evaluations that include any part of the last half of 2009 will be expected to use the new guidelines with appropriate considerations for the proportion of time being considered that can be responsive to the new guidelines. In the Dean of Faculties and Associate

Provost's review of the procedures submitted the primary evaluation will be to be certain the guidelines adhere to the requirements presented in Section 2 of University Rule 12.01.99.M2 and integrate the new elements of this memorandum into the guidelines. In accordance with this Rule it is clear that these procedures apply to all faculty members, tenured, tenure-track, and non-tenure track. The submission of the annual review procedures should be accompanied by a description, as needed, of how the elements will be weighed in the current annual review cycle. The new expectations should incorporate the following ideas:

1. Faculty members should be recognized and rewarded for research, teaching, and service/engagement that contribute at the university or college levels in strategic multidisciplinary areas (which include activities in recognized interdisciplinary programs). Such contributions are as valued as disciplinary contributions, which we are accustomed to recognizing and rewarding. The procedures should not require that all faculty engage in multidisciplinary activities, but should recognize that such engagements may be in all three primary categories (teaching, creating new knowledge, or service/engagement). Examples of multidisciplinary strategic areas are shown in Attachment 1.
2. Each college is expected to increase the number of faculty members who create new knowledge, teach, or engage in enhancing the diversity and international climate and experiences for students. For each college, the vice presidents of diversity and global initiatives and the dean of faculties will work with the dean to determine the minimal targets for increasing the participation of faculty in these areas. For example, it may be appropriate to choose to reach a total participation of 25% and 50% for FY10 and FY11, respectively. Examples of these engagements are shown in attachment 2.
3. **No** faculty member may receive an **overall satisfactory rating** if they have not complied with all TAMUS Regulation 33.05.02 required training.. (In cases where a faculty member has been notified of a required training near the time of the end of the evaluation period, they shall be given 30 days to complete the requirement.) Numerous faculty members have indicated that they believe a more useful training could be instituted than the current on-line courses. I encourage interested faculty members with these ideas to contact the Dean of Faculties and Associate Provost to see if such development would be feasible for all faculty. In addition, each department head must collect, as part of the faculty member's self report on activities, a section on safety (see attached). **The purpose of these activity reports from faculty and inclusion in annual reviews is not to create personal liabilities, but rather to relieve the potential for any such personal liabilities by making the university aware of the safety concerns and having the administration document how they believe the concerns can best be mitigated.** Attachment 3 contains more information on issues concerning this requirement, but it is expected that new procedures will minimally result in the department head including either one of the following statements:
 - a. After review of the faculty member's activities in environments, this faculty member is judged to have reasonably mitigated safety issues.

- b. After review of the faculty member's activities in areas of safety concerns, the following remediation activities have been enacted (followed by specific activities).

It is expected that by July 1, 2009 the Dean of Faculties will have reviewed and after any required adjustments approved the modified faculty evaluation procedures for all faculty members. Colleges and departments are expected to modify, and appropriately phase into practice, the required procedures for Tenure and Promotion that will align with the expectations reflected in the annual evaluations (see University Rule 12.01.99.M2 Section 4.3.5 and 4.4-4.6). Submissions to the Dean of Faculties and Associate Provost of these adjusted procedures should be completed by November 15, 2009.