

Faculty Evaluation Model at VSU

Appendix A: Unsuccessful Annual Evaluation Timeline and Schedule

| Annual Review Unsuccessful Annual Evaluation Timeline | | |
|---|---|---|
| Annual Evaluation Results | Next Steps | Recommended Completion Date |
| <ul style="list-style-type: none"> Meets Expectations Exceeds Expectations Exemplary | <ul style="list-style-type: none"> No further actions. | <ul style="list-style-type: none"> Submits AFARAP as scheduled the following January. Follow Tenure and Promotion timelines per UTPC Policies. |
| <ul style="list-style-type: none"> Needs Improvement Does Not Meet Expectations | <ul style="list-style-type: none"> Performance Remediation Plan (PRP) | <ul style="list-style-type: none"> February: Draft Plan March: Plan approved by Dean and submitted to Human Resources |
| | <ul style="list-style-type: none"> Four meetings in spring and fall semesters | <ul style="list-style-type: none"> March: Initial Meeting April: Check In August: Check In November: Check In |
| | <ul style="list-style-type: none"> Results of PRP are assessed at the Next Annual Evaluation | <ul style="list-style-type: none"> Faculty member submits AFARAP as scheduled |
| Next Annual Evaluation Results | Next Steps | Recommended Completion Date |
| <ul style="list-style-type: none"> Meets Expectations Exceeds Expectations Exemplary | <ul style="list-style-type: none"> No further remedial actions. | <ul style="list-style-type: none"> Submits AFARAP as scheduled the following January. Follow Tenure and Promotion timelines per UTPC Policies. |
| <ul style="list-style-type: none"> Needs Improvement Does Not Meet Expectations | <p>Tenure-track (but untenured) Faculty</p> <ul style="list-style-type: none"> May be subject to receiving a written notice of intent not to renew. | <ul style="list-style-type: none"> Schedule posted in the BOR Policy Manual 8.3.4.2 |
| | <p>Non-tenure track (fewer than 6 years in position)</p> <ul style="list-style-type: none"> May be subject to receiving notification of non-reappointment. <p>Non-tenure track (more than 6 years in position)</p> <ul style="list-style-type: none"> Assigned a Corrective Review plan | <ul style="list-style-type: none"> Schedule posted in the BOR Policy Manual 8.3.4.3 February: Draft Plan March: Plan approved by Dean and submitted to Human Resources Corrective Review Dossier due on the regular Tenure and Promotion timelines per UTPC Policies. Refer to Post-Tenure Review Timeline |
| | <p>Tenured Faculty</p> <ul style="list-style-type: none"> Assigned a Corrective Post-Tenure Review | <ul style="list-style-type: none"> Corrective Post-Tenure Dossier due on the regular Tenure and Promotion timelines per UTPC Policies. Refer to Post-Tenure Review Timeline |

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Appendix B: Unsuccessful Post-Tenure Review Timeline and Schedule

| Post-Tenure Review and Fifth Year Review Timeline | | |
|---|---|---|
| Post-Tenure Review | Next Steps | Recommended Completion Date |
| <ul style="list-style-type: none"> • Successful | <ul style="list-style-type: none"> • No further remedial actions. | <ul style="list-style-type: none"> • Resume regular five-year post-tenure review schedule. |
| <ul style="list-style-type: none"> • Unsuccessful | <ul style="list-style-type: none"> • Performance Improvement Plan (PIP) | <ul style="list-style-type: none"> • February: Draft Plan • March: Plan approved by Dean and submitted to Human Resources |
| | <ul style="list-style-type: none"> • Four meetings in spring and fall semesters | <ul style="list-style-type: none"> • March: Initial Meeting • April: Check In • August: Check In • November: Check In |
| | <ul style="list-style-type: none"> • Results of PIP are assessed at the Next Annual Evaluation | <ul style="list-style-type: none"> • Faculty member submits AFARAP as scheduled |
| Next Annual Evaluation Results | Next Steps | Recommended Completion Date |
| <ul style="list-style-type: none"> • Meets Expectations • Exceeds Expectations • Exemplary | <ul style="list-style-type: none"> • No further remedial actions. | <ul style="list-style-type: none"> • Resume regular five-year post-tenure review schedule. |
| <ul style="list-style-type: none"> • Needs Improvement • Does Not Meet Expectations | <ul style="list-style-type: none"> • Subject to appropriate remedial action corresponding to the seriousness and nature of the deficiencies noted. • Possible remedial actions may include, but are not limited to, reallocation of effort, salary reduction, tenure revocation, and dismissal. • The department/unit head and dean will propose an appropriate remedial action. | <ul style="list-style-type: none"> • Implementation of remedial actions or appeals may be on varying schedules |

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Appendix C: Remediation & Improvement Plan Timeline

| Remediation & Improvement Plan Timeline | | |
|---|---|--|
| Annual Evaluation Results | Next Steps | Recommended Completion Date |
| <ul style="list-style-type: none"> Meets Expectations Exceeds Expectations Exemplary | <ul style="list-style-type: none"> Remediation & Improvement Plan Timeline does not apply. Submits AFARAP as scheduled the following January. | <ul style="list-style-type: none"> January: Faculty member submits AFARAP February: Annual Evaluation given to Faculty member |
| YEAR ONE | | |
| Receiving a rating of Needs Improvement or Does Not Meet Expectations in any single category or overall starts the Remediation & Improvement Plan Timeline. | | |
| <ul style="list-style-type: none"> Needs Improvement or Does Not Meet Expectations in any single category or overall | <ul style="list-style-type: none"> Performance Remediation Plan (PRP) assigned Faculty member has 10 months to complete the PRP. | <ul style="list-style-type: none"> January: Faculty member submits AFARAP February: Annual Evaluation given to Faculty member Within 10 working days: faculty members have the right to append a response to the evaluation (Section IV) March: PRP finalized, approved by Dean and submitted to Human Resources |
| | <ul style="list-style-type: none"> Four meetings in spring and fall semesters After each meeting, the department/unit head should summarize the meeting and indicate if the faculty member is on track to complete the PRP. | <ul style="list-style-type: none"> March: Initial Meeting April: Check In August: Check In November: Check In |
| YEAR TWO | | |
| | <ul style="list-style-type: none"> Results of PRP are assessed at the Next Annual Evaluation | <ul style="list-style-type: none"> January: Faculty member submits AFARAP |
| Next Annual Evaluation Results | Next Steps | Recommended Completion Date |
| <ul style="list-style-type: none"> Meets Expectations Exceeds Expectations Exemplary | <ul style="list-style-type: none"> No further remedial actions. | <ul style="list-style-type: none"> February: Annual Evaluation given to Faculty member Submits AFARAP as scheduled the following January. Follow Tenure and Promotion timelines per UTPC Policies. |

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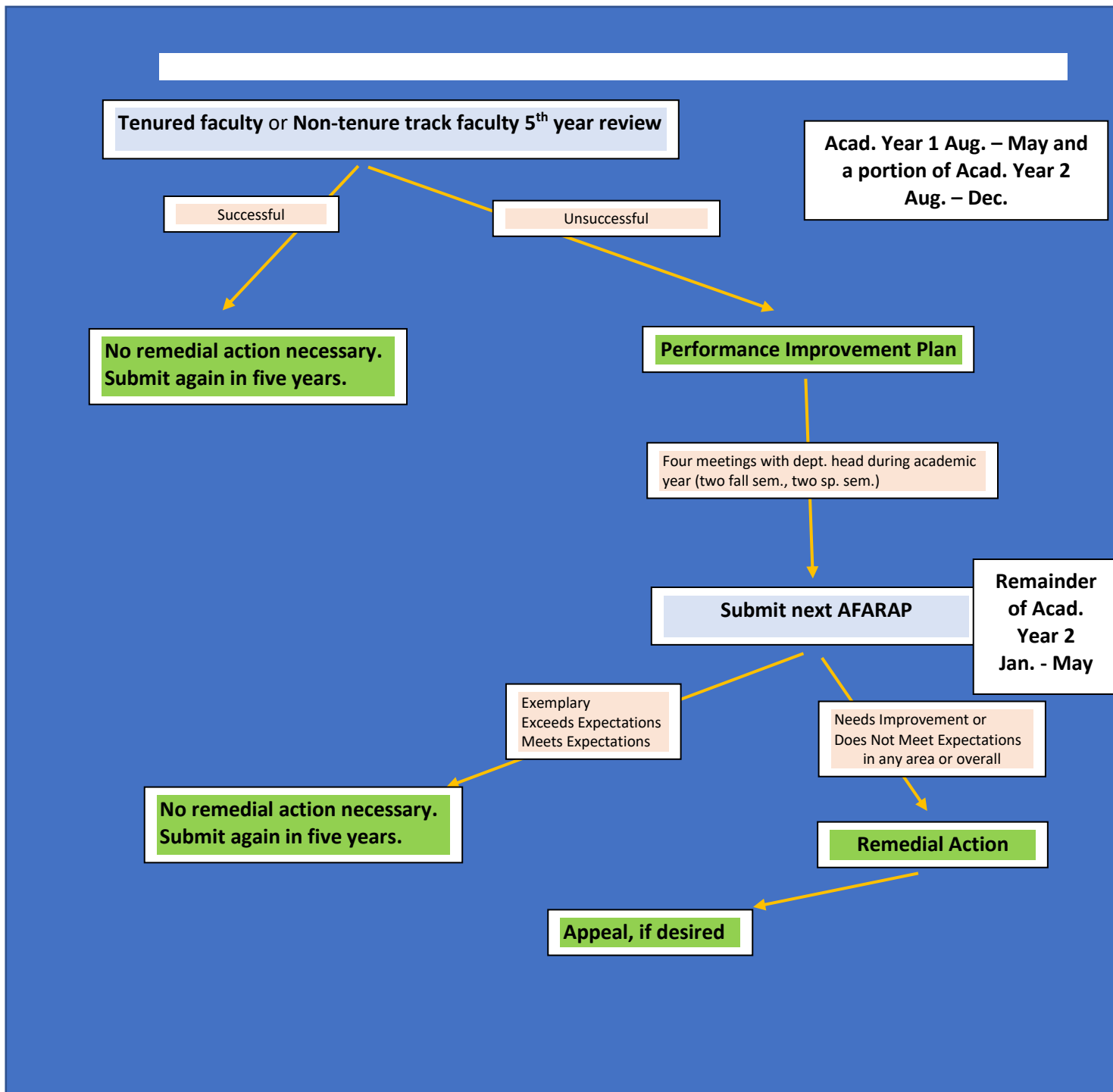
| | | |
|---|--|---|
| <ul style="list-style-type: none"> Needs Improvement or Does Not Meet Expectations in any single category or overall | Tenure-track (but untenured) Faculty <ul style="list-style-type: none"> May be subject to receiving a written notice of intent not to renew. Non-tenure track (fewer than 6 years in position) <ul style="list-style-type: none"> May be subject to receiving notification of non-reappointment. | <ul style="list-style-type: none"> February: Annual Evaluation given to Faculty member Schedule for intent to not renew posted in the BOR Policy Manual 8.3.4.2 (Tenure-track) Schedule posted in the BOR Policy Manual 8.3.4.3 (Non-tenure track) |
| | Tenured Faculty and Non-tenure track (more than 6 years in position) <ul style="list-style-type: none"> Assigned a Corrective Post-Tenure Review (Tenured) or Corrective Review (Non-tenure track) | <ul style="list-style-type: none"> February: Annual Evaluation given to Faculty member March: Corrective Post-Tenure Assigned or Corrective Review Assigned |
| | <ul style="list-style-type: none"> Faculty member submits Dossier | <ul style="list-style-type: none"> Dossier due beginning of fall semester (per College deadlines) |
| | <ul style="list-style-type: none"> Departmental/College Committee reviews Dossier | <ul style="list-style-type: none"> November: Faculty receives Post Tenure or Corrective Review results |
| Corrective Post-Tenure Review Results / Corrective Fifth Year Review Results | Next Steps | Recommended Completion Date |
| <ul style="list-style-type: none"> Successful | <ul style="list-style-type: none"> No further remedial actions. | <ul style="list-style-type: none"> Resume regular five-year post-tenure review or fifth-year review schedule. |
| <ul style="list-style-type: none"> Unsuccessful | <ul style="list-style-type: none"> Performance Improvement Plan (PIP) assigned | <ul style="list-style-type: none"> December: PIP finalized, approved by Dean and submitted to Human Resources |
| YEAR THREE | | |
| | <ul style="list-style-type: none"> Performance Improvement Plan (PIP) implemented | <ul style="list-style-type: none"> January: Faculty member submits AFARAP, incorporating PIP goals and activities February: Annual Evaluation given to faculty member |
| | <ul style="list-style-type: none"> Four meetings in spring and fall semesters After each meeting, the department/unit head should summarize the meeting and indicate if the faculty member is on track to complete the PIP. | <ul style="list-style-type: none"> March: Initial Meeting April: Check In August: Check In November: Check In |
| YEAR FOUR | | |
| | <ul style="list-style-type: none"> Results of PIP are assessed at Annual Evaluation | <ul style="list-style-type: none"> January: Faculty member submits AFARAP |

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| Next Annual Evaluation Results | Next Steps | Recommended Completion Date |
|---|---|--|
| <ul style="list-style-type: none"> • Meets Expectations • Exceeds Expectations • Exemplary | <ul style="list-style-type: none"> • No further remedial actions. | <ul style="list-style-type: none"> • Submits AFARAP as scheduled the following January. • Resume regular five-year post-tenure review schedule. |
| <ul style="list-style-type: none"> • Needs Improvement • Does Not Meet Expectations | <p>Tenured Faculty</p> <ul style="list-style-type: none"> • Dept. Head and Dean make recommendation for remedial action(s) (Section IX) | <ul style="list-style-type: none"> • February: Annual Evaluation given to Faculty member • March: Dept. Head and Dean make recommendation for remedial action(s) • Within 10 business days: Faculty members may appeal the recommendation for remedial action(s) (Section IX) |

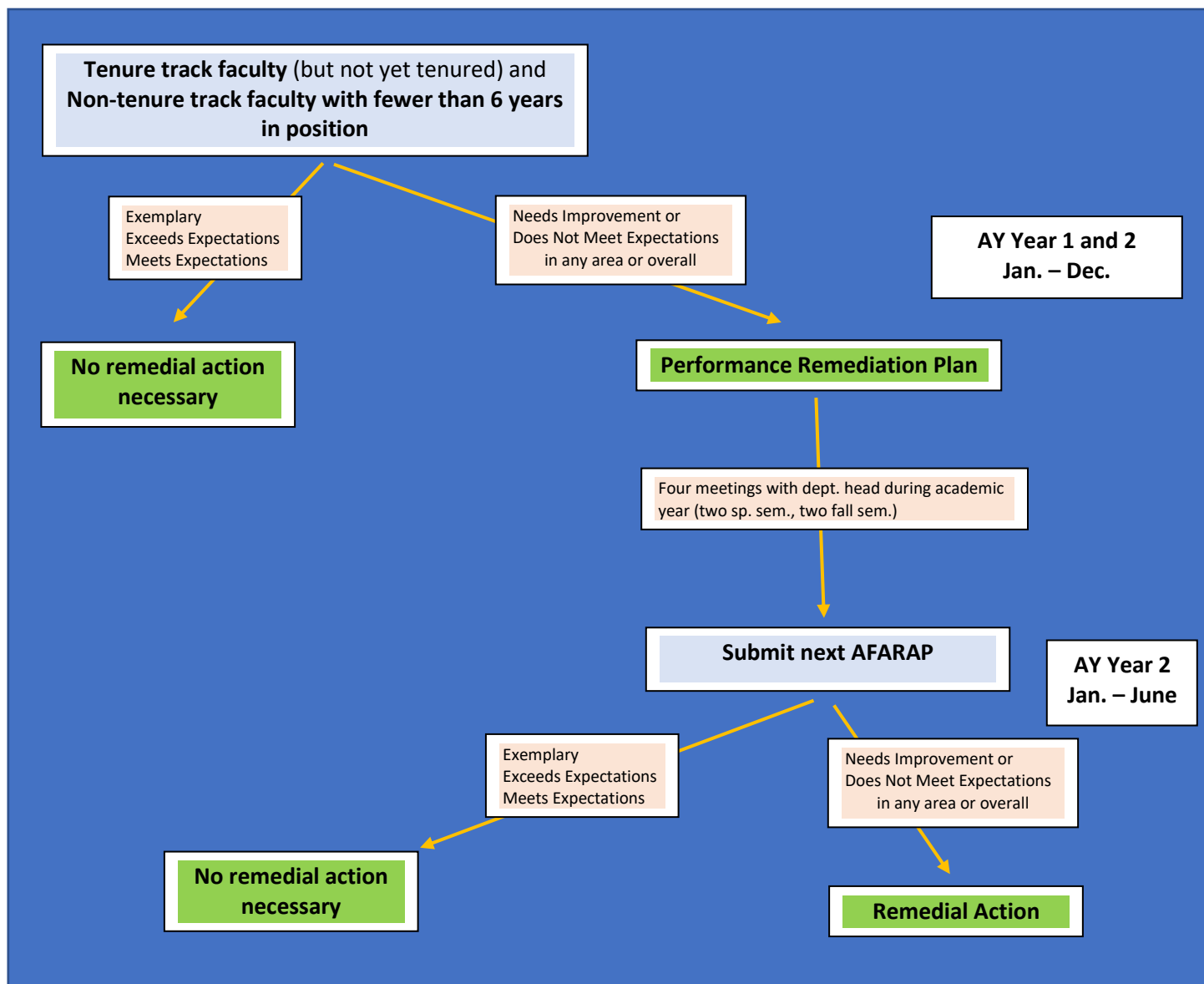
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Appendix D: Post-Tenure or Fifth-Year Review Flowchart



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Appendix E: Annual Evaluation Flowchart for Tenure-Track and Non-Tenure Track Faculty (fewer than 6 years)



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Appendix F: Annual Evaluation Flowchart for Tenured and Non-Tenure Track Faculty (> 6 years)

