**SLA FACULTY ANNUAL REVIEW FORM – 2023**

(See SLA Faculty Annual Review Guidelines)

Faculty Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Probationary: Yes \_\_ No \_\_

(If yes, complete separate reappointment recommendation: 2nd-year reappointments in ensuing fall semester, all other reappointments at time of annual review.)

**CHAIRS COMMENTS:**

The Annual Review should establish professional development as a goal; should ideally include peer evaluation; should recognize situational differences, contributions to different missions of the Department or School, and the diverse nature of the faculty; should preserve academic freedom; and should protect due process. In this context, the chair should provide brief written comments in the space below on the faculty member’s performance for the previous year. Comments should note progress and significant accomplishments, as well as any areas of weakness that are of concern, in each area of their expected work (teaching, research/creative activity, service).

* + Evaluation should be in keeping with expectations outlined in SLA Faculty Work Document.

[***Chair comments here***. All comments should start by evaluating teaching, including teaching load: which classes taught that count toward load and enrollment by semester. Comments on scholarship (as relevant) should justify ongoing course release for scholarly activity, as described in [Faculty Work Document](https://liberalarts.iupui.edu/faculty-staff/faculty-resources/policies/work-policy.html).]

**ANNUAL REVIEW SUMMARY**

Each faculty member’s work for the preceding year in each of the areas of research, teaching, and service

should be reviewed on the following scale using criteria approved by the department:

3 = Significantly exceeds department expectations

2 = Exceeds department expectations

1 = Meets department expectations

0 = Does not meet department expectations

Summary of the Evaluation of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teaching \_\_\_\_\_\_\_\_ Weight: \_\_\_\_\_\_\_\_ Score: \_\_\_\_\_\_\_\_

Research \_\_\_\_\_\_\_\_ Weight: \_\_\_\_\_\_\_\_ Score: \_\_\_\_\_\_\_\_

Service \_\_\_\_\_\_\_\_ Weight: \_\_\_\_\_\_\_\_ Score: \_\_\_\_\_\_\_\_

 ***Weighted* *Average:*** \_\_\_\_\_\_\_\_

**NOTE**: Determination of overall satisfactory performance should involve consideration of faculty activity in all the areas expected for their appointments; however, in the absence of mitigating circumstances documented by the chair, performance that does not meet expectations in one or more areas of work (teaching, research or service) may indicate overall unsatisfactory performance regardless of weighted average.

***Check One***:

\_\_\_\_ Overall Satisfactory Performance or better. OR

\_\_\_\_ Overall Unsatisfactory Performance:

\_\_\_ 1st year: Describe expectations for efforts that will show progress toward improvement

\_\_\_ 2nd consecutive year (enhancement review required): Inform Associate Dean for Faculty Affairs

In the event of an unfavorable review, the faculty member has been given an opportunity (at least two weeks) to respond to the review before this document and the response are forwarded to the Dean.

***Course-Load Expectations***

\_\_ Fall, \_\_ Spring (\_\_ Summer, for 12-month appointments only)

Teaching load for the next *academic* year:

* ***Provide sufficient explanation if teaching load is reduced (or increased) for reasons other than the three standard reasons below, including releases for administrative or other appointments, grants, etc.***

Check all that apply:

\_\_\_ Course release for active research agenda (for tenure-track faculty)

\_\_\_ Course release for PhD program support (for tenure-track faculty in school PhD program)

\_\_\_ Course reallocation request (attach course reallocation request following guidelines in SLA Faculty Work Document – “Redistribution of Academic Effort”)

**FACULTY MEMBER’S PROJECTED ACTIVITIES**

On an attached page, the faculty member should briefly indicate her/his projected activities for the next calendar year in the areas of teaching, research, and service, based on discussion with and approval of the chair.

**DEPARTMENT COMMITTEE AND/OR JOINT APPOINTMENT UNIT REVIEW**

(check as applicable)

\_\_\_ Committee review completed and attached, OR \_\_\_ No committee review conducted

\_\_\_ Joint appointment unit review completed and attached (‘NA’ if not applicable)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

Signature: Faculty Member\* Date Refused

\*This is the Faculty Member’s acknowledgment of having received this evaluation and discussed it with the Department Chair, but not necessarily of agreement with the evaluation. Faculty who wish may submit objections (and documentation) to the Department Chair and the Dean. The Faculty Member may refuse to sign this evaluation, which should be noted by the Department Chair.

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Signature: Department Chair Date

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Signature: Dean Date