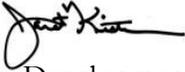




FLORIDA STATE UNIVERSITY  
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

MEMORANDUM

To: Vice Presidents, Academic Deans, Directors, and Department Chairs

From: Janet Kistner, Ph.D.   
Vice President Faculty Development and Advancement

Date: January 19, 2017

Subject: Annual Performance Evaluations

Performance evaluations for faculty must be conducted annually during the spring semester. The annual evaluations for the 2016 calendar year must be completed by **May 5, 2017**. These reviews should be based upon the assigned duties for Spring 2016, Summer 2016, and Fall 2016, although departmental criteria may extend the review period to include previous years. Any evaluation process should take into account the nature of the assigned duties and the quality of the faculty member's performance of those duties. Please notify each supervisor in your unit of this required evaluation process.

Please ensure that your faculty members are notified that the annual evaluations will be conducted and that they will be requested to provide a report of evidence of their performance (with any interpretive comments or supporting data) regarding their teaching, research or creative activities, service, and other University duties (where appropriate) for the period being evaluated. Please refer to the BOT-UFF [Collective Bargaining Agreement](#) for the types of information to be included in the evaluation.

**Annual Evaluation Information:**

1. All faculty members (tenure-earning, tenured, and specialized faculty) must be evaluated annually during the spring semester, with the exception of those on a personal leave of absence, those not to be reappointed who have received notice of non-reappointment, and those who are not entitled to receive notice of non-reappointment. Faculty members who were on leave for professional purposes, such as a sabbatical, professional development, or a research leave (compensated or uncompensated), should be evaluated based on a report of the accomplishments made during the leave.
2. Note that annual evaluations must include ratings and a narrative summary of the faculty member's performance throughout the past year. The [Annual Faculty Evaluation Summary form](#) should be used to report ratings and the narrative summary. The evaluation is signed by the evaluator and the faculty member being evaluated. The signature of the person being evaluated certifies receipt of the evaluation and acknowledges that the required discussion of the evaluation has taken place prior to it being placed in the faculty member's evaluation file and does not necessarily indicate agreement with the rating. Faculty members who do not agree with an evaluation may attach a statement to the *Annual Faculty Evaluation Summary* form and should be referred to the procedure for appealing an Evaluation Summary ([Faculty Handbook, Section 5](#); [BOT-FSU UFF Collective Bargaining Agreement, Article 10.7](#)).

3. Department chairs (or equivalent) forward the completed *Annual Faculty Evaluation Summary* form to the dean of the college (or equivalent) for second-level review and signature. If the second-level reviewer disagrees with an evaluation, she or he should discuss the area of disagreement with the evaluator. Following this discussion, two courses of action are available: (1.) the second-level reviewer may attach an additional Evaluation Summary to the original form (the faculty member may also include a response), or (2.) the evaluator may revise the original Evaluation Summary form. A copy of the evaluation and any attachments must be given to the faculty member being evaluated no later than **June 9, 2017**, with the original placed in the faculty member's permanent evaluation file in the college/department/unit. When the dean of the college (or equivalent) is the evaluator, the evaluation must be forwarded to the Office of the Vice President for Faculty Development and Advancement for review and signature.
4. If an annual evaluation rating is either "Official Concern" or "Does Not Meet FSU's High Expectations," the evaluator must provide the faculty member specific recommendations in writing to assist the faculty member in achieving a "Meets FSU's High Expectations" rating in future evaluations. When the overall performance is "Does Not Meet FSU's High Expectations," a copy of the Annual Faculty Evaluation Summary form with appropriate recommendations for improvement must be forwarded to the Provost and Executive Vice President for Academic Affairs and the President through the Vice President for Faculty Development and Advancement.
5. The *Spoken English Competency* provision on the annual evaluation form is to be used solely to:
  - a. certify that remediation in Spoken English Competency has been completed (if an "Official Concern" in Spoken English Competency was given during the last evaluation or upon original appointment), or
  - b. call into question a previous certification of competency.

If "Official Concern" is noted in *Spoken English Competency* as part of the current evaluation, options for remediation must be communicated in writing as an addendum to the Annual Faculty Evaluation Summary form. A copy of the evaluation form with the addendum should be sent by the dean to the Vice President for Faculty Development and Advancement.

#### **Progress toward Promotion and/or Tenure Letters:**

In addition to the *Annual Faculty Evaluation Summary* form, department chairs (or equivalent) must prepare and attach the *Annual Progress toward Promotion and/or Tenure* letter to all evaluations for faculty members not yet tenured or promoted to the highest position available in their class (please note that this includes specialized faculty). The only exceptions are for faculty in the years in which they receive second and fourth-year reviews (see below). Progress toward promotion and/or tenure letters are intended to provide clear and specific feedback regarding what the faculty members need to accomplish to achieve promotion and/or tenure in their department. To assist you in preparing your letters, you may refer to the examples of evaluation letters under [Faculty Development](#) on our website.

#### **Second and Fourth-Year Reviews:**

For faculty members in tenure-earning positions (and not yet tenured), in-depth reviews of progress toward promotion and tenure are conducted by the unit's Promotion and Tenure Committee in the

faculty member's second and fourth year of tenure-earning service (include tenure-earning service credit given at the time of hire from prior tenure-earning service at another institution). As a complementary procedure to the annual evaluation process, these reviews are intended to help determine whether a faculty member is making the appropriate progress towards meeting the department/college and University tenure criteria and to assess the probability of the candidate attaining tenure by the seventh year of tenure-earning service. The required narrative from the Promotion and Tenure committee that summarizes the review (second or fourth) should be communicated in writing to the dean and should replace the progress toward promotion and/or tenure letter for that year. It may follow the examples of evaluation letters in the progress toward promotion and/or tenure sections, with appropriate modifications to reflect authorship.

If it is determined that a faculty member is not making the necessary progress toward meeting the promotion and tenure criteria, the dean should consider whether issuing a notice of non-renewal is appropriate. Non-renewal notice templates are posted on the *Administrative Tools for Deans Blackboard* organization site. Please contact [Melissa Crawford](#) in my office if you or your staff do not already have access to the site.

This memorandum is available on the Office of the Vice President for Faculty Development and Advancement [website](#).

cc: John Thrasher, President  
Sally McRorie, Provost and Executive Vice President for Academic Affairs  
Renisha Gibbs, Assistant Vice President for Human Resources  
HR Representatives