MEMORANDUM

DATE: June 16, 2015

TO: UAS Faculty
   Academic Deans & Directors

FROM: Richard A. Caulfield, Ph.D.
       Chancellor

SUBJECT: Annual Evaluation of UAS Term Faculty

BACKGROUND
UA Board of Regents policy (P04.04.050) as well as UNAC and UAFT collective bargaining agreements call for regular evaluation of all faculty, including those hired under term contracts. Annual evaluations are valuable to both the faculty member and to the institution—they serve an important role in ensuring that UAS meets accreditation standards and its mission.

The purpose of this memo is to reaffirm the importance of regular annual evaluations for term faculty and the importance of completing these evaluations in a timely manner. The term faculty evaluation should include: 1) the extent to which the faculty member has met professional workload obligations; 2) the extent to which the faculty member’s professional growth and development has proceeded; 3) prospects and identified opportunities for the faculty member’s continued professional growth and development; 4) identification of changes, if any, in emphasis or performance required for such growth; and 5) other factors deemed relevant to effective evaluation and professional development.

ANNUAL EVALUATION PROCESS & REVISED TIMELINE: EFFECTIVE BEGINNING IN AY15-16
The term faculty annual evaluation process is initiated by faculty members submitting an Annual Activities Report and a curriculum vita (CV) to their dean or campus director. The sequence of events and deadlines for faculty and deans/directors actions are summarized below. See the relevant collective bargaining agreement for more details.

1. By September 10th (UNAC) and September 15th (UAFT), faculty members are to submit an Annual Activity Report and a current CV to their Dean or Campus Director.

2. By January 5th (UNAC) and February 15th (UAFT), Deans and Campus Directors are to provide the faculty member with formative written annual evaluations appraising their work and offering constructive feedback and recommendations for professional development. Feedback should include information from student ratings when available.

3. By February 4th (UNAC), faculty may provide their Dean or Campus Director with their comments (if they elect to do so). Copies of annual evaluations will be kept in the faculty member’s academic record file located in the Dean/Director’s Office; they are not to be forwarded beyond that point without the expressed approval of the faculty member.

I encourage faculty and their supervisors to have face-to-face discussions about the content of evaluations. If you have any questions about this process, please contact me. Thank you.

cc: Office of the Provost
    UAS HR