

November 12, 2015

Memorandum

To: Deans and Chairs on All WVU Campuses
From: C. B. Wilson, Associate Provost for Academic Personnel
Re: Streamlining the Annual Evaluation Process



As previously described in Deans' Council meetings, the Provost's Office is initiating a pilot project to test some possible modifications in the 2014-15 version of "West Virginia University Procedures for Faculty Appointment, Annual Evaluation, Promotion, and Tenure." The intent of the modifications is to begin to streamline the evaluation process. At this time there are two principal modifications, as well as a suggestion.

Modification 1: According to the Procedures document, the annual review of each faculty member is normally conducted both by a committee of peers (most often at the department level) and by the department chair (or the equivalent). The pilot requires that fully promoted faculty members (**i.e., Professors or the equivalent**) be evaluated annually only by the department chair. Such activity will begin during the present cycle to the extent possible (realizing that some annual reviews have already occurred in advance of the traditional December 31 deadline). In recognition of the possibility that some faculty will wish to also have a committee review, a process to allow them to make such a request is encouraged (see attached form). **At this time, Associate Professors will continue to be reviewed both by the committee and the chair, in support of the career development of these individuals.**

Modification 2: According to the Procedures document, activities that are identified in the faculty member's annual productivity report must be validated by evidence in the evaluation file. Regarding the validation of service activities within the institution, the pilot allows for such activities to be validated by the department chair via her/his signature on the annual productivity report prior to its inclusion in the evaluation file, without further documentation. Thus, some documentation previously provided for the file as evidence of activity will no longer be required.

Regarding evidence to be provided for the evaluations files, units are encouraged to work further with faculty to determine whether there can be further reduction in documentation, although documentation of quality teaching and of research/scholarly products will continue to be necessary.

Suggestion: The suggestion referenced above in the first paragraph is to reduce the sheer length of many of the annual review documents. Some chairs have already begun, in essence, to agree with and endorse the department committee statement (perhaps with brief commentary), particularly when a faculty member's activity is strong. Excessively duplicative narrative should be avoided where possible.

Please relay this information to faculty members in your unit. The pilot will likely extend for two full additional cycles, that is, through 2017-18; additional modifications may also be developed as this process moves forward.

cc: Joyce McConnell
Clay Marsh
Louise Veselicky
Leonard Colelli
Carolyn Long
Nigel Clark

REQUEST FOR A REVIEW BY THE UNIT COMMITTEE
(Fully-promoted faculty members only)

In addition to the annual review for 2014-15 to be conducted by the Chair of the Department, I wish to also have an annual review for the same cycle by the peer evaluation committee.

(Signature)

(Print Name)

(Date)

Acknowledged:

(Chair/Director)

(Date)