

August 23, 2019

MEMORANDUM

To: Faculty Colleagues

From: Maryanne Reed
Provost and Vice President for Academic Affairs



Re: 2019-2020 Faculty Responsibilities, Evaluation Standards, Procedures and Calendar

This annual Memorandum addresses faculty responsibilities, evaluation standards, procedures, and the evaluation calendar. This memo serves as a resource and comprehensive roadmap for the path to evaluation, retention, promotion and/or tenure, and post-tenure review. As we all know, neither progress toward tenure and/or promotion nor the final decision on either is guaranteed; however, we provide meaningful support at every step. The university's goal is to create conditions that help you succeed and to make the journey to that success both meaningful and manageable. We hope that by pointing out these resources early we will empower you with all the information you need to chart your own best path forward.

The following pages outline faculty responsibilities and explain the importance of evaluation. All faculty members are encouraged to become familiar with this information. In addition, faculty should refer to the following resources on the [WVU Faculty website \(faculty.wvu.edu\)](http://faculty.wvu.edu) to guide them through the evaluation process:

- [Calendar for Annual Review 2019-2020](#)
- [Faculty Evaluation, Promotion, and Tenure Guidelines](#)
 - [WVU Procedures for Faculty Appointment, Annual Evaluation, Promotion and Tenure](#)
 - [Approved College/School Faculty Evaluation Criteria](#)
- [Streamlining the Annual Evaluation Process](#)

FACULTY RESPONSIBILITIES AND THE IMPORTANCE OF EVALUATION

For tenure-track faculty, teaching, research, and service are the three pillars upon which a successful career is based. For teaching faculty, the two pillars are normally teaching and service. For both tenure-track and teaching faculty, performing in these areas is only a start; demonstrating and documenting performance and establishing a reputation in the field are essential to successful evaluation. We have many programs to support professional development, which can be found on the [WVU Faculty](#) home page. Individual colleges and departments also offer resources to support research and scholarship; check with your chair and your dean for more information about what might be available to you. Finally, faculty support is *also* available through [WVUADVANCE](#). In collaboration with the Office of the Provost, ADVANCE provides access to a [Faculty Success Program through the National Center for Faculty Development and Diversity](#). Faculty members will need to click the "Activate My Membership" button, complete the brief registration form using their institutional e-mail address, and, finally, check their email and click "Activate Account" in the confirmation message.

West Virginia University also proudly fosters your professional development through several family-friendly policies that help faculty members navigate the demands of family and professional life. Comprehensive information on current policies and practices at WVU that assist faculty members in meeting their responsibilities toward their families while continuing to make appropriate progress in their careers can be found at the [WVU Faculty](#) home page.

Creating a challenging, positive, open, respectful, and engaged environment is essential to student academic achievement and therefore to key indicators of teaching effectiveness. [Teaching and Learning Commons](#) can assist you in making your classroom or lab space an excellent learning environment.

We encourage you to provide evidence of the *effectiveness* of all of your teaching, not only through the student evaluation process, but in a variety of other ways, such as those identified in the [WVU Procedures for Faculty Appointment, Annual Evaluation, Promotion, and Tenure](#) document. Such evidence could include peer evaluations, review of syllabi, and other information about course content and student success. It could also include conference presentations on teaching or adaptation of a course or technique at another institution. Positive empirical evidence of student learning outcomes is important as well.

Engaging in research, discovery, creation, and the deepening of knowledge is key to one's career in academia. Disseminating your research, performances, creations, and discoveries through publication or exhibition is essential to test ideas, to participate in the growth of knowledge, and to fulfill your responsibility to your discipline. Each discipline has its own culture and expectations of dissemination. Your chair and faculty peers will be able to help you understand the culture and expectations of your unit, your college, and the university. Keep in mind that work in any discipline can only be evaluated for the purpose of tenure or promotion when it is documented. The guidelines in [Academic Freedom, Professional Responsibility, Promotion and Tenure](#) includes crucial guidance on documentation of work, standards, procedures, and the faculty evaluation calendar.

Research, scholarship, and creative activity are critical to the mission of the university and to maintaining our current [R1 Carnegie status](#). These activities infuse instruction and public service with rigor and relevance and validate the concept of the teacher-scholar. We need your help to break down the disciplinary and organizational silos that often inhibit interdisciplinary and collaborative work. We encourage you to be our allies in charting a new path forward for WVU. Our state's and world's problems do not limit themselves to a single discipline and many solutions will only be discovered by working together across disciplines, colleges, campuses, buildings, and labs. In the process of discovery, there may be opportunities for transfer of intellectual property to the marketplace. Through the [Office of the Vice President for Research](#), WVU offers support for faculty members to make that transfer more efficient.

Performing service is essential to WVU's mission and to your career as a faculty member. While some institutions treat service as less important than teaching or research, we value our responsibility as a land-grant institution to provide service to our stakeholders in West Virginia, our nation, and the world. We encourage you to find your fit in service and we hope you will explore opportunities to apply your research and teaching to these areas of opportunity. Your service, like research and teaching, must be documented for evaluation. Rather than a comprehensive list of every meeting or service hour worked, a brief description of your service activity and its impact would provide a basis for meaningful evaluation.

As you begin to put your record of success together, please be mindful that those making decisions about your annual evaluation, promotion, or tenure have only the evaluation file you put together for reference. Provide your individual story; tell and document your successes through your file, recognizing that this record will be the basis for your evaluation. The evaluation file is now entirely electronic, through [Digital Measures](#). You must complete your story by uploading documents to your Digital Measures profile, prior to December 31, 2019. If this is not completed your annual review will be rated unsatisfactory. We encourage you to update your file throughout the year to assist you in your narrative and help build your file efficiently.

Annual evaluations play a very important role in documenting your progress toward tenure or promotion. Even more significantly, annual evaluations provide guidance for faculty members to improve future performance in response to honest feedback and professional development strategies. In addition, annual reviews serve as tools for faculty development at all ranks and are important in post-tenure review. The annual review is also the basis for performance-based salary increases, and for the [Salary Enhancement for Continued Academic Achievement](#) for which fully promoted faculty members are eligible.

In an institution of our size and complexity, procedures are important, in particular, our evaluation process. First, it is important to remember that this process should be rigorous but also developmental. Second, college and school-wide committees must be representative of various departments and programs and be as diverse as possible. Third, for evaluations to have meaning, deans, chairs and committee members must distinguish between “excellent,” “good,” and “satisfactory” in the annual review process. Fourth, deans and chairs should work to ensure that proper procedures are followed by committees at the departmental and college levels and that the evaluation procedures are consistently and professionally applied.

For your information, the [WVU Faculty](#) website houses a list of [approved college/school evaluation guidelines](#) and the dates when those guidelines were approved or accepted by the Provost's Office. Any guidelines not listed or any guidelines with dates that differ from those on the attached list should not be used during this year's review process. During the coming year, while many of these documents are being revised to conform to the present [Procedures](#) document, they will continue to be operable as long as they do not conflict with the university document itself.

For those of you who may be interested, Dr. Melissa Latimer, Dr. Presha Neidermeyer, Dr. Louise Veselicky, and I will offer several faculty development sessions in Morgantown directly addressing the annual review, promotion, and tenure process. Times and places will be announced in a separate memorandum. Additional material relevant to the annual evaluation process will be distributed at these sessions. This includes information about annual review letters, external review letters, evaluation file inventories, and whether, when, and how to indicate a change in your areas of significant contributions. This material is available to interested faculty upon request.

Please feel free to contact Dr. Melissa Latimer for development resources available to faculty and Dr. Presha Neidermeyer, the Office of the Vice President for Health Sciences, or in Keyser or Beckley, the Office of the Campus President, as appropriate, with questions you may have about the annual review and/or the promotion and tenure review.

Best wishes for a productive and rewarding 2019-2020 academic year.