

September 7, 2023

MEMORANDUM

To: Faculty Colleagues

From: Maryanne Reed
Provost and Vice President for Academic Affairs



Re: 2023-24 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 endeavor to provide meaningful support at every step in your journey. The University's goal is to create conditions that help you succeed and to make the path to success both meaningful and manageable. We hope that by pointing out these resources as you begin and reiterating them as you progress, we will empower you with the information needed to chart your own best course.

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](#) to guide them through the evaluation process:

- [Calendar for Annual Review 2023-24](#)
- [Faculty Evaluation, Promotion, and Tenure Guidelines](#)

Faculty Responsibilities and the Importance of Evaluation

For faculty, teaching, research, and service are the three pillars upon which a successful career is based and serve as the basis for evaluation. Performing in these areas is only a start; demonstrating and documenting performance and establishing a reputation in the field are essential to successful evaluation.

To help guide your professional development, we have many internal programs, which can be found on the [WVU Faculty](#) home page. Additionally, individual colleges and departments may also offer resources to support research and scholarship; please check

with your chairperson and your dean for more information about what might be available to you.

To inform the evaluation of your teaching, we encourage you to provide holistic 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. These items provide context and depth of evaluation for faculty members and guide the reviewers in determining your effectiveness in the area of teaching.

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 expansion of knowledge, and to fulfill your responsibility to your discipline. Each discipline has its own culture and expectations for dissemination. Your faculty peers, chairperson and dean will be able to help you understand the 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](#) include 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 research activities infuse instruction and public service with rigor and relevance and validate the concept of the teacher-scholar. We need your help to overcome 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 keeping with our tradition as a land-grant institution, the University is committed to the performance and recognition of service activities. Enlightened perspectives, technical competence, and professional skills are indispensable resources in coping with the complexities of the University, state, and nation. Effective service should meet the needs of clients, induce positive change, improve performance, or significantly impact society. One important benefit of service to the University is faculty participation in the governance system.

Annual Evaluations and Promotion and Tenure

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. We strongly encourage faculty members to provide a complete narrative outlining their contributions to teaching, research/scholarship/creative activity, and service and uploading this narrative in their annual file. Share your story by documenting your successes in your file, recognizing that this record will be the basis for your evaluation.

The evaluation file is entirely electronic through [Digital Measures](#). You must complete your evaluation file by uploading documents to your Digital Measures profile prior to midnight on December 31, 2023 (individual units may have an earlier deadline, which will be communicated by your chairperson/dean). You must also run and submit the appropriate productivity report. If these are not completed, your annual review will be rated “unsatisfactory,” a rating mandated by the requirement that achievements be documented in your file and without such documentation your undocumented contributions, no matter how compelling, will not be evaluated. Furthermore, your promotion and/or tenure file will not be reviewed, and you will not be awarded promotion and/or tenure. We encourage you to update your file throughout the year to assist you in documenting your narrative and help build your file efficiently.

While annual evaluations play a very important role in documenting your progress toward tenure or promotion, they also provide significant 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.

Annual evaluations and promotion and tenure evaluations also support efforts to recognize and reward faculty achievements. Nominations for internal faculty awards are due February 1, 2024, which is generally at the same time as department level reviews are completed. We encourage faculty peers, chairpersons, and deans to nominate faculty whose performance is exemplary. Additional information can be found by visiting [Internal Awards, Fellowships and Grants](#) on the WVU Faculty website.

In an institution of our size and complexity, procedures are important, especially in 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, chairpersons, and committee members must

distinguish between “excellent,” “good,” “satisfactory,” and “unsatisfactory” in the annual review process. Fourth, deans and chairpersons 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 current [University 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, there are virtual faculty development sessions directly addressing the annual review and promotion and tenure processes as well as Digital Measures on the [WVU Faculty and Leadership Development](#) website. Questions about the annual evaluation process are discussed during these sessions, including but not limited to annual review letters, external review letters, evaluation file inventories, and whether, when, and how to indicate a change in your areas of significant contributions.

Please feel free to contact Dr. Melissa Latimer for development resources available to faculty, as well as Dr. Tracy Morris or Mr. Chris Staples in the Office of the Provost, Dr. Louise Veselicky in the Office of the Vice President for Health Sciences, or the Office of the Campus President at either the Keyser or Beckley campuses with questions about the annual review and/or the promotion and tenure review processes.

Best wishes for a productive and rewarding 2023-24 academic year.