

<b>The University of North Texas at Dallas Policy Manual</b>	Chapter 6.000
<b>6.008 Merit Evaluation of Faculty</b>	<b>Faculty Affairs</b>

**Policy Statement.** Faculty members at the University of North Texas at Dallas will have a variety of duties and responsibilities associated with the mission of the institution, including the essential functions of teaching and student success, research, scholarly, and creative activities, and service and public engagement. Annual merit evaluations will be based on the quality of the faculty member’s contributions in these areas of responsibility. Work in these areas constitutes the faculty member’s professional obligation to the University.

**Application of Policy:** This policy applies to all full-time faculty members.

**PROCEDURES AND RESPONSIBILITIES.**

**Faculty Merit Evaluations.**

The Provost shall publish a schedule for accomplishing the annual performance evaluations that allows faculty participation in the annual review process at the departmental and division levels.

Each department (or the division) shall have clearly formulated, written, and publicly-accessible performance criteria upon which the annual review will be based. These performance criteria must be made known to all faculty members to ensure that all faculty members are aware of the criteria by which their annual performance will be evaluated. These performance criteria will evaluate teaching and student success, research, scholarly, and creative activity, and service and public engagement consistent with the mission of the university.

In the area of teaching and student success, a portfolio approach will be used to evaluate the faculty member’s contributions to teaching and student success. This evaluation will consider all evidence presented to document quality instruction, student engagement and success, and continuous improvement in teaching pedagogy.

In the area of research, scholarly, and creative activity, the focus is on both the quality and quantity of research, scholarly works and creative activity. Quality research and scholarly works, whether basic, applied, or pedagogical, constitute valuable contributions. The higher the quality of these works, the lower the number that may be acceptable. This emphasis on quality leads to an expectation that scholarly works and creative activity be peer-reviewed and refereed as indicators of quality. In evaluating the quality of research, both the inherent quality of the work itself and the quality of the outlet selected (journal, conference etc.) will be considered. Indicators of the quality of the outlet selected include, but are not limited to, the

nature of the review, the acceptance rate, the composition of the editorial board, and the reputation of the outlet.

In the area of service and public engagement, contributions to the department, the division, the university, the community, the City of Dallas, and to one's profession will be considered. Taking on leadership roles in service and public engagement will receive the most weight in this area. The quality of participation and level of commitment required for a given activity will be considered in the evaluation.

Each full-time faculty member (tenured, tenure-track, and term) shall be evaluated annually based on criteria established by the Department Chair Dean and approved by the Provost. The Department Chair will confer with the Division Dean regarding each individual evaluation before meeting with the faculty member. Each full-time faculty member shall be informed in writing of the results of her/his review.

All of the faculty member's assigned duties will be given weight in the evaluation. Each annual merit evaluation must be tailored to the specific workload assignment, and therefore merit evaluation procedures will take into account the varying workloads in existence at the time the merit review takes place. In arriving at an overall evaluation rating for a faculty member, the rating obtained in each major area of responsibility (teaching and student success, research (i.e., scholarly and creative activity) and service and public engagement) will be weighted by the percentage of time allocated to each area for the year. In addition to an overall performance rating, each faculty member will receive an overall cumulative performance evaluation of either "satisfactory" or "unsatisfactory."

For probationary faculty, the relationship between annual merit evaluations and promotion and tenure reviews must be articulated in departmental and division policies. For tenured faculty, the relationship between work assignment and annual merit evaluations and how they impact promotion to professor must be clearly articulated in division policies.

### **Faculty Complaints.**

Faculty members may file a written complaint regarding an annual evaluation in accordance with the applicable appeals procedure in the Faculty Grievance Policy (#6.017).

**References and Cross-references.**

None.

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