



## College of Family and Consumer Sciences UNIVERSITY OF GEORGIA

### Annual Performance Review of Faculty and Staff in the College of Family and Consumer Sciences Effective January 1, 2020

#### Overview

The Board of Regents requires that each faculty member, regardless of responsibilities, receive an annual evaluation of his or her performance at the University of Georgia. Similar expectations exist for each classified employee who shall also be evaluated annually by the immediate supervisor.

Employee evaluations shall be conducted in a professional manner with all files or documents generated maintained and protected in accordance with University regulations governing personnel records. To ensure a measure of uniformity in procedure, the following steps shall be included in each unit's annual or periodic formal evaluation process:

1. The immediate supervisor will discuss with the employee in a scheduled conference the content of that employee's evaluation;
2. The employee will sign a statement acknowledging that she/he has been apprised of the content of the evaluation;
3. The employee signs the evaluation as an acknowledgement of receipt, not as an endorsement of the evaluation. The employee may respond in writing to the evaluation within 10 days of the date of the evaluation. The employee's response, if any, will be attached to the evaluation;
4. Where the employee receives an unsatisfactory evaluation, the immediate supervisor will develop an improvement plan specifying corrective measures with time-lines for accomplishment. The improvement plan shall be a part of the written record.

#### Evaluation of Classified Employee Performance

Each classified employee shall be evaluated in writing annually by the immediate supervisor. Where an employee's duties or responsibilities entail split supervision, a joint evaluation shall be completed. The evaluation shall be conducted in accordance with the policy and procedures published by the University of Georgia's Office of Human Resources.

On January 1 each year, staff, including grant-funded staff, should begin completion of the evaluation form <http://www.busfin.uga.edu/forms/perfeval.pdf> by listing tasks/responsibilities managed during the previous calendar year. This part should be completed in early January. Supervisors should add the work standard and evaluate the staff member's performance against that standard, then meet face to face with staff to discuss the evaluation and obtain the staff member's signature. The signed final copy should be submitted to the FACS Human Resources Coordinator **no later than March 31st** of each year. New staff are required to undergo an evaluation within their first 6-month probationary period. The form used during the annual evaluation is also used for the probationary evaluation.

## Evaluation of Faculty Performance

Each faculty member shall be evaluated at least annually, in writing, by the unit head on the basis of appointment and assigned duties and responsibilities described in her/his letter of appointment and/or job description, including service to the unit, college, university and profession. Where a faculty member's duties or responsibilities entail joint interdisciplinary appointment, a joint evaluation shall be completed as outlined in the MOU between colleges or units.

The principal basis for faculty evaluations in the college shall be the discipline specific criteria of each Promotion and Tenure Unit (PTU). All faculty must be evaluated for each component of assigned allocation of time (1) teaching, (2) research/scholarship (3) and extension (public service) of their primary responsibilities and the percentage of appointment, and assigned a rating of:

- Exceeds expectations: a clear and significant level of accomplishment beyond what is normal for the institution, discipline, or unit
- Meets expectations: level of accomplishment normally expected
- Does not meet expectations: a failure beyond what can be considered the normal range of year-to-year variation in performance, but of a character that appears to be subject to correction

Faculty will also be assigned an aggregate rating of exceeds expectations, meets expectations, or does not meet expectations based on overall judgement of the faculty member's activities. Annual evaluations should be constructive, specific, and clarify expectations of the discipline-specific criteria of the PTU. For faculty including lecturers and clinical faculty with teaching assignments, the annual evaluation must also consider student course evaluations. Instructional units are encouraged to document additional methods of evaluating instruction if professional standards such as accreditation guidelines pertain to the major or the unit.

The promotion/tenure department head is responsible for the annual appraisal of progress toward Promotion and Tenure and this should be incorporated into the annual review evaluations of untenured faculty. In addition to annual evaluations, non-tenured assistant professors shall be given third-year reviews in accordance with the college [http://www.fcs.uga.edu/docs/Third\\_year\\_review\\_best\\_practices\\_recommendations\\_with\\_logo\\_10\\_16\\_2011.pdf](http://www.fcs.uga.edu/docs/Third_year_review_best_practices_recommendations_with_logo_10_16_2011.pdf) and University Guidelines for Appointment, Promotion, and Tenure.

Should the faculty member's duties and responsibilities change significantly after hire resulting in a change in assigned duties, such changes must be agreed upon by the dean and stated in a revised letter of appointment. A copy of the change of assignment must be on file and a part of the permanent record of the faculty member and part of the dossier for promotion and tenure.

The faculty member signs the evaluation as an acknowledgement of receipt, not as an endorsement of the evaluation.

## Faculty Performance Development Plan

Faculty members, regardless of review category, whose performance in one or more areas of contribution would benefit from assistance *may* be placed by a department head and dean on a development support plan and referred to available institutional support, such as teaching effectiveness assistance, counseling, or mentoring in research or public service expectations. Establishing a development support plan is not a disciplinary action. It is an instrument for

committing to specific professional development improvement goals and strategies for the upcoming year.

Faculty members, regardless of review category, whose overall performance and performance in one or more areas of contribution indicates performance does not meet expectations will be *required* to establish with the department head and dean, a written **Faculty Performance Development Plan**. This Plan must be communicated by the department head to the faculty member and the dean within thirty (30) days of the date of the written evaluation. This Plan is now part of the performance evaluation record.

The **Faculty Performance Development Plan** shall include: a statement of the faculty member's rank, date of last promotion, primary responsibilities; specific description of shortcomings as they relate to assigned duties and discipline specific expectations; clearly state what the specific plans will be for improvement in the underperforming area and raising the faculty member's performance to an acceptable level; and include specific strategies, resources available and tangible means for implementation of the plan and evidence of improved performance. The department head shall schedule quarterly follow up meetings and provide written progress reports of each, dated and signed by the department head and dean. The FPD Plan and associated documentation will become part of the faculty member's record for the purposes of promotion and tenure and five-year post-tenure and/or comprehensive review outlined below. Faculty member will not be eligible for any pay increase while on the Faculty Performance Development Plan.

If after a Development Plan is in place and the performance does not "meet expectations" for two consecutive years, the faculty member is determined to not be in compliance with the policy and will be subject to one or more of the following actions recommended by the dean: the individual may be subject to a Comprehensive Review (outlined below), reassignment of assigned effort, ineligibility for travel or faculty development resources, reduction in salary and/or initiation of disciplinary measures consistent with the Board of Regent's Policy Manual 8.3.9 Discipline and Removal of Faculty Members.

The Comprehensive Review will be conducted in a timely manner by a committee of a minimum of three faculty selected by the Department Head and Dean and include senior faculty both within and outside of the department. The committee will review qualitative and quantitative evidence of the annual reviews, faculty development plans, quarterly progress reports, and all relevant documents of the two years leading up to and including the period of time of the Faculty Performance Development Plan. The committee will provide the dean with a concise, written summary of the review and a conclusion as to whether his/her performance and response to the faculty development plan warrants disciplinary measures consistent with the BOR Policy 8.3.9.

In the case where a comprehensive review and a post-tenure review are scheduled to occur in the same year, a comprehensive review will be conducted to serve both purposes.

### **Materials to prepare for annual review**

All faculty -- tenure track and non-tenure track including Extension faculty, clinical and public service faculty -- are expected to complete the following in preparation for their annual performance review. *Elements* <http://elements.uga.edu/> is one of the critical means of providing input concerning faculty calendar year accomplishments for the annual review. Along with *Elements* the department head may require additional documents such as goals for the upcoming year and progress towards last year's goals. To the extent funds are available, annual

evaluations and satisfactory completion of Elements shall be used in determining merit increase recommendations. Failure to comply with preparation of materials requested will result in a zero percent pay increase.

All faculty with an Extension assignment, tenure track and non-tenure track public service and outreach faculty, are expected to complete reports in the Georgia Counts system, <http://www.caes.uga.edu/intranet/coextopr/reporting/gacounts.html>. This is an important source of data showing progress toward Cooperative Extension plans of work which include goals and benchmarks. Numbers of contacts and impact statements in the *Georgia Counts database* show the reach and measured improvement of economic status, environmental condition, health status, or quality of life in the areas of economic well-being for individuals and families; nutrition, health and food safety; positive development for individuals, youth, families and communities; and sustainability, conservation, and the environment. Individual summaries of faculty contacts and outcomes and impacts as well as statewide reports of the cumulative impact of the county-based faculty in these areas documenting learning, application, and condition change among target audiences, are important tools in assessing performance of Extension faculty who lead these efforts across the state of Georgia.

Economic development and contributions to supporting businesses and communities are increasingly important to document. Each year in January the unit heads will request from each tenured track, non-tenured track public service, and clinical faculty reports and data documenting the economic impact of the college on types of programs or activities that increase human capital and earnings; that help companies meet regulations; that boost government or business efficiency; as well as documents the impact of research or intellectual properties that grow industries and business, and activities that bring people and external money to Georgia; and/or provides assistance to a government, non-profit, or business to attract grant funding from a non-state agency.

### **Evaluation of Department and Unit Heads**

Department heads and unit heads/directors shall be evaluated annually by the dean. The dean will solicit input from associate deans and may include such information in the evaluation. In addition, department heads shall be evaluated every three (3) years using a questionnaire to provide input from faculty to the dean. The procedures for the third-year review shall be developed and coordinated by the dean typically in November of the review year. The purpose of both annual and administrative reviews shall be to assess the performance of the department head based on general duties as outlined by Academic Affairs and Provost <http://provost.uga.edu/index.php/policies/statutes/article-ix-departments-and-divisions> annual goals, and accomplishments for the department head established in consultation with the dean. Findings of either review may lead to a recommendation for reaffirmation and suggestions for improvement or for a non-reappointment.

### **The schedule for all review processes is outlined below:**

#### **January 1 – March 31:**

Staff, including grant-funded staff, should begin completion of the evaluation form <http://www.busfin.uga.edu/forms/perfeval.pdf> by listing tasks/responsibilities managed during the previous calendar year.

**January 15:**

Annual reports of all activities and accomplishments in the previous calendar year should be entered by faculty into the UGA Elements <http://Elements.uga.edu/>. Please plan your time appropriately to meet the deadline.

Faculty should update professional vita and review current appointment and position description for accuracy. Elements report entries should be completed. If there are any changes to appointment since the last annual review, the position description should be updated.

Faculty should submit documents for annual review electronically to department or unit head or designee.

Unit heads request tenured track, non-tenured track public service, and clinical faculty complete a report (excel form or online) for six types of activities or programs that document the economic impact of the college on the State of Georgia. Faculty should input information succinctly and accurately with enough detail to estimate the economic impact of the reported activity according to criteria provided by the Provost's Office.

The Dean initiates online survey to gather input from college faculty, staff and stakeholders as appropriate for any department head or associate dean undergoing periodic performance review. A summary statement of accomplishments and other background information prepared by the department head is provided as background for the review.

**January 15 to March 1:**

Department and unit heads schedule annual reviews of Faculty. Elements Reports, Vitae, and the position description are reviewed, revised, and finalized as necessary.

**March 1 to March 25:**

Dean schedules meeting with department and unit head to review all personnel accomplishments and annual reviews, progress towards tenure and salary recommendations to ensure completion, agreement of recommendations, and equity across the college.

**March 7 to March 31:**

Department and unit heads finalize written annual evaluation statements in accordance with the Academic Affairs Policy Manual 1.06-1 <http://provost.uga.edu/index.php/policies/academic-affairs-policy-manual/1-06-1-written-annual-review>. These statements should include a place for faculty member to sign and date with the following notation: *I have reviewed this annual review and a conference has been held. A signature does not necessarily denote agreement with this review and means only that the employee was given the opportunity to discuss the review.* Evaluations are sent to faculty for signatures. Individuals under review may write a response to the evaluation given. This statement must be submitted within 10 days from the date of the evaluation is attached to the final annual review statement.

**March 31:**

Deadline by which all annual evaluation statements must be completed and dated and a copy submitted to the FACS Human Resources Coordinator.

**May 1:**

Final date by which **Faculty Performance Development Plans** must be signed by department head and dean and conveyed to individual faculty member.

**June 1:**

Department or unit head sign Notification of completion of Faculty and Staff Evaluations and submit to Dean's Office.

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**The University of Georgia  
College of Family and Consumer Sciences**

Department/Unit \_\_\_\_\_

**Notification of Completion of Faculty and Employee Evaluations**

I certify that faculty evaluations have been completed for each faculty and staff member in my area of responsibility. The evaluations have been reviewed with each faculty member and the appropriate administrator(s) if joint report. The evaluation materials will be treated as confidential and a copy has been provided to FACS Human Resources Coordinator personnel files. A copy will be retained in the department/unit file in accordance with schedule of retention of records.

\_\_\_\_\_  
Print Name of Appropriate Department Head or Unit Administrator, Title

\_\_\_\_\_  
Signature Date

**Note:** Please return signed for to the Office of the Dean by June 1 every year.

Revised 11-27-19  
Revised 11-17-15  
Effective 10-27-11