



## 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, 2023\*

#### 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.

Faculty and staff 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. Within 10 working days of receiving, the employee signs the evaluation as an acknowledgment of receipt, not as an endorsement of the evaluation. The employee may respond in writing to the evaluation within 10 working days of receipt. The employee's response if any, will be attached to the evaluation. Within 5 working days of the employee's response, the evaluator will acknowledge in writing the receipt of the response, noting changes, if any, in the annual written evaluation made as a result of the employee's written response. The Dean will sign both the employee's response and the evaluator's response as acknowledgement of reading. The evaluator's acknowledgement will also become part of the official personnel records and a final copy will be shared with the employee.

#### 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 **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

\*Faculty perform under revised guidelines 2023, evaluated in 2024.

evaluation is also used for the probationary evaluation. If the employee receives an unsatisfactory evaluation, the immediate supervisor will develop an improvement plan specifying corrective measures with timelines for accomplishment. The improvement plan shall be a part of the written record.

## **Faculty Performance Review**

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.

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 the *Elements* annual activity report, 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. Additional reporting tools or databases may be required depending on appointment.

The principal basis for faculty evaluations in the college shall be the discipline- or appointment-specific criteria of each Promotion and Tenure Unit (PTU), for example, the department promotion and tenure guidelines or the University guidelines for appointment and promotion of lecturers, academic professionals, research scientists, or public service and outreach faculty. All faculty must be evaluated for each component of assigned allocation of time - (1) teaching, (2) research/scholarship/creative works (3) extension/public service, (4) administration, and/or (5) professional service. For each component they will be assigned one of the rating categories listed below as defined by their department:

1. Does Not Meet Expectations
2. Needs Improvement
3. Meets Expectations
4. Exceeds Expectations
5. Exemplary

Faculty will also be assigned an aggregate rating of exemplary, exceeds expectations, meets expectations, needs improvement, or does not meet expectations based on overall judgement of the faculty member's activities as determined within the department.

Annual evaluations should be constructive, specific, and clarify expectations of the discipline-specific criteria of the PTU and/or appointment-specific criteria. Student success activities should be considered as appropriate (as defined in Academic Affairs Policy Manual 1.10-10). For faculty including lecturers and clinical faculty with teaching assignments, the annual evaluation must also consider student experience survey results. Instructional units are encouraged to document additional methods of evaluating instruction such as peer observations of teaching or self-reflections of teaching.

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. The department head may choose to include the Associate Dean for Outreach and Extension in review of Extension faculty. In addition to annual evaluations, non-tenured assistant professors shall be given third-year reviews in accordance with the [Third Year Review Best Practices and Recommendations in the college of Family and Consumer Sciences](#) and [University Guidelines for Appointment, Promotion, and Tenure](#).

If the faculty member receives an unsatisfactory evaluation (1-Does Not Meet Expectations or 2-Needs Improvement for faculty), the immediate supervisor will develop a Performance Remediation Plan (PRP) to improve their performance during the next year specifying corrective measures with timelines for accomplishment. The PRP shall be a part of the written record. Faculty annual reviews are not subject to discretionary review or appeal.

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.

### **Faculty Performance Remediation Plan**

Faculty members, regardless of review category, whose performance in any of their assigned areas is judged to be a 1-Does Not Meet Expectations or a 2-Needs Improvement, must be provided with a Performance Remediation Plan (PRP) to remediate their performance during the next year. A PRP is an instrument for committing to specific professional development improvement goals and strategies for the upcoming year. The PRP 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. Remediation cannot be required of a faculty member outside of the contract period including absence or leave.

The department head will develop the PRP in consultation with the dean and the faculty member. The PRP's goals or outcomes must be reasonable, achievable within the time frame, and reflect the essential duties of the faculty member. The PRP must include the following components:

- Clearly defined goals or outcomes
- An outline of activities to be undertaken
- A timetable
- Available resources and supports
- Expectations for improvement
- Monitoring strategy
- Consequences for failing to meet the expectations of the PRP must be stated at the beginning of PRP process.

The PRP must be approved by the Dean and submitted to the Office of Faculty Affairs. The PRP will become part of the official personnel records.

Two meetings each during the fall and during the spring must be held to review progress, document additional needs/resources, and consider planned accomplishments for the upcoming semester. After each meeting, the evaluator should summarize the meeting and indicate if the faculty member is on track to complete the PRP.

If after a PRP is in place and the performance does not “meet expectations”, a non-tenured faculty member is not in compliance with the policy and may be subject to one or more of the following actions recommended by the dean: mentoring or coaching, reassignment, reallocation of effort, and/or initiation of disciplinary measures consistent with the Board of Regent’s Policy Manual.

A tenured faculty member evaluated as a 1-Does Not Meet Expectations or a 2-Needs Improvement in any one of the assigned areas of effort, for which the assigned allocation of effort exceeds 10%, for two consecutive annual evaluations will participate in a Corrective Post Tenure Review, as described in the [Policy for Review of Tenured Faculty](#). Note that the deficiency does not have to be in the same area, but could be in a different area from one year to the next.

### **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 UGA Academic Affairs Policy Manual, Section 1.16, [Review of Administrators of Administrative Units](#), 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. It is intended that an academic administrator’s annual and comprehensive evaluation include a review of traditional faculty activities (teaching, research, student success activities, and professional service) that align with the responsibilities of the administrator.

### **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](#). 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 working days from the date of the evaluation and 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 FACS Human Resources.

**May 1:**

Final date by which **Faculty Remediation 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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## Sample Faculty Annual Evaluation Letter

### [YEAR] ANNUAL EVALUATION

To: [Faculty Member's Name]

From: [Dean/Department Chair/Center Director's Name; for those schools with departments, the dean should be cc'd]

Date: [Must be before March 31 of the calendar year; for those colleges/schools with departments, the dean should set an earlier deadline with sufficient opportunity to review and provide feedback on a draft.]

Attachment(s): UGA Elements annual activity report [plus any self-assessments or other reports, as required by each academic unit]

This constitutes your annual written evaluation required by Section 8.3.5.1 of the Board of Regents Policy Manual and Section 4.4, Faculty Evaluation Systems, of the University System of Georgia Academic and Student Affairs Handbook. Your assigned allocation of effort this year was [x%] scholarship, [y%] teaching, [z%] service, and [zz%] administration (or other).

The following 5-point scale describes the scores in each category below:

- 1 – Does Not Meet Expectations
- 2 – Needs Improvement
- 3 – Meets Expectations
- 4 – Exceeds Expectations
- 5 – Exemplary

[The faculty member should be evaluated in each category below and should include involvement in student success activities, as defined in Academic Affairs Policy Manual 1.10-10, in a particular area, or across the four, area(s) of effort. Faculty should be evaluated based upon their Promotion and Tenure Unit's discipline-specific criteria, or appointment-specific criteria (e.g., clinical, lecturer) for annual evaluations. Faculty activity and productivity in each of the areas of assigned effort below may be briefly summarized as necessary by the evaluator. However, more extensive data or summaries or self-assessments by the faculty should be attached to the evaluation.]

#### **Teaching [1 – 5]**

[Evaluation should be more than just the number of classes taught and must include an assessment of quality of teaching (e.g., peer reviews, student evaluations, demand for classes from students, enrollments, development of innovative teaching approaches), and involvement in student success activities such as mentoring, advising, supervising independent study.]

#### **Scholarship/Research/Creative Work [1 – 5]**

[Evaluation should present quantitative data where applicable (e.g., impact of journals, numbers of publications, amounts of external grant funding and sources, original creative works judged/reviewed) together with an assessment of the importance of the scholarship/research/creative work to the field, and involvement in student success activities such as mentoring, directing research, co-publishing.]

**Service [1 – 5]**

[Evaluation should assess the impact of achievements in professional service to the institution, community, or discipline (e.g., documented impact of service on audiences served), and involvement in student success activities such as advising a student organization, preparing letters of recommendation.]

**Administration or Other [1 – 5]**

[Evaluation should assess the progress of the unit administered toward its strategic goals with measurable outcomes that document achievement of these objectives, and involvement in student success activities such as supporting curriculum development, advising, and scheduling; developing policies and student support initiatives.]

**OVERALL EVALUATION [1 – 5]**

[This section should provide an overall assessment of performance in relation to the individual's assigned allocation of effort. If a majority of the faculty member's assigned time receives a rating of a 1 or a 2, the overall evaluation must be unsatisfactory.

The overall evaluation should also indicate whether the faculty member is making satisfactory progress toward the next level of review appropriate to their rank, (i.e., promotion and/or tenure as appropriate). A statement should be included to indicate that satisfactory progress in any one year does not guarantee that the faculty member will be successful in promotion and/or tenure, nor does a statement of unsatisfactory progress predetermine that the faculty member will be unsuccessful in promotion and/or tenure, or post-tenure review.]

Please sign below to acknowledge that you have been apprised of the content of your annual written evaluation. Your signature only acknowledges receipt of your written annual evaluation and does not imply agreement. You may respond to this report in writing, including by noting any factual errors and/or errors in omission. That response must be submitted within 10 working days of the date of electronic or other documented delivery of your evaluation. Any such response will be attached to your annual written evaluation. Your evaluator will acknowledge in writing the receipt of your response, noting changes, if any, in the annual written evaluation made as a result of your written response, within 5 working days. Any written responses by you and your evaluator will become part of the official personnel records.

\_\_\_\_\_  
Name and Title of Evaluator

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Signature of Evaluated Faculty Member, acknowledging receipt

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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 personnel files. A copy will be retained in the department/unit file in accordance with schedule of retention of records.

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Print Name of Appropriate Department Head or Unit Administrator, Title

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Signature

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Date

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

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Sources:

[Board of Regents Policy Manual § 8.3.5.1](#) (Evaluation of Personnel/Faculty)

[University System of Georgia Academic & Student Affairs Handbook 4.4](#) (Faculty Evaluation Systems)

[UGA Academic Affairs Policy Manual 1.06-1](#) (Written Annual Evaluation)

[UGA Academic Affairs Policy Manual 1.10-10](#) (Student Success Activities – includes examples of Student Success Activities)

Revised 11-27-19  
Revised 11-17-15  
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Effective 1-1-23

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