MEMORANDUM

DATE: October 24, 2023
TO: Academic Unit Leaders
FROM: Carmen Agouridis, Senior Associate Dean
SUBJECT: Faculty Annual Performance Reviews (APR) For Calendar Years 2022 and 2023

Faculty Annual Performance Reviews will be conducted in accordance with AR 3:10 and Provost's annual memorandum to Deans and Academic Unit Leaders. The M-G CAFE APR Software (APR software) will be open to Faculty from November 13, 2023, to January 15, 2024, per the APR Calendar.

Faculty Included in the Review
This is the second year of the biennium; therefore, all continuing and newly-hired faculty regardless of title series and including Lecturers will be evaluated except (1) tenured faculty who were evaluated during the first year of the biennium and do not request a new evaluation, (2) faculty whose appointments will not extend beyond the end of the current fiscal year, (3) senior lecturers who were evaluated last year.

General Procedures
The performance evaluation covers the two preceding calendar years (2022 and 2023). Teaching and advising, research/creative activity and scholarship, extension education, university, public service, and/or other appropriate activities are evaluated based upon prior agreements pertinent to Distribution of Effort (DOE). There have been substantial efforts to pre-load data into Faculty Success software to produce a complete, enhanced CV and thereby reducing data entry time required by faculty members. Faculty should review the pre-loaded data, add appropriate details, and additional activity in Faculty Success by December 20, 2023. Then, OFRPA will generate enhanced CVs from Faculty Success and upload to APR software. KERS Statistical Contacts and Success Stories will also be uploaded by OFRPA.

In the APR software, faculty will directly upload a Narrative Statement, upload a Teaching Portfolio (as appropriate), and may complete an optional self-evaluation. Faculty members who decline to participate in Faculty Success will not be included in the potential fiscal-year raise pool. Reference: Faculty Merit Review Training Materials

Steps in Determining Merit Ratings
- Academic Unit Leaders shall utilize the advice of tenured faculty members or other appropriate means of faculty consultation in assessing the quality and quantity of individual faculty members' performance.
- The Academic Unit Leader recommends merit ratings for each area of activity to the Senior Associate Dean.
- The Senior Associate Dean and Associate Deans consider individual ratings for each faculty member.
- Final ratings, merit scores, and composite merit scores are determined after a conference between the Senior Associate Dean, Associate Deans, and Academic Unit Leader.
- If the Senior Associate Dean, Associate Deans, and Academic Unit Leader are unable to agree upon an individual's scores and ratings, the faculty member will be informed of the scores and ratings of both the Dean's and Academic Unit leader's levels and informed that the scores and ratings of the Senior Associate Dean are final.
- After final scores are determined, the Academic Unit Leader should have a conference with each faculty member. The Academic Unit Leader should focus on the faculty member's performance (strengths and challenges during the review period and pertinent to DOE) and make suggestions for improvement, as appropriate.

Rating Method

M-G CAFE uses five-point rating categories as provided by AR 3:10. The Academic Unit Leader will assign a rating for each area of DOE. The rating may be fractional (i.e., 1.5, 2.5, 3.5 or 4.5) and will be multiplied by DOE to reach the merit score in each activity area. The Deans rating scores are also formulaic and will be the sum of the discrete merit ratings multiplied by DOE for each activity area. The Final Rating is expressed as: *Exceptional Accomplishments (5)*, *Meets High Expectations (4)*, *Satisfactory Performance (3)*, *Below Expectations (2)*, or *Unsatisfactory (1)*. New Faculty hired during calendar year 2023 will likely receive a "3" rating, absent of unusual circumstances.

No pre-determined frequency distributions will be forced on final ratings *Unsatisfactory* through *Meets High Expectations*. The *Exceptional Accomplishments (5)* final rating is unlikely to constitute more than 10% to 15% of reviews for the college.

DOE will be loaded into APR software from Effort Planning System (EPS), which is based on fiscal years. Therefore, for this two-year review, DOE is calculated by using weighted averages as follows:
- January 1, 2022, to June 30, 2022 (FY22) x .5
- July 1, 2022, to June 30, 2023 (FY23) x 1
- July 1, 2023, to December 31, 2023 (FY24) x .5
- Faculty members should work with their Academic Unit Leader if they want to recalculate DOE data displayed in the APR software.

The Provost's annual memorandum states: An individual's composite merit score is calculated by multiplying the merit rating assigned to an area of activity by the DOE percentage apportioned for that area of activity. The product of a merit rating for an area of activity multiplied by its DOE percentage is the *merit score* for that area. The *composite merit score* is the sum of those discrete merit scores. A Dean may implement a college-wide practice of rounding all composite merit scores to the nearest integer.

Appeal of Merit Rating
- If a faculty member disagrees with scores and ratings, the faculty member may request an informal conference with the Senior Associate Dean, Associate Deans, and Academic Unit Leader. The faculty member is invited to present additional information relating to performance at that conference. When requesting an informal meeting through the Academic Unit Leader, the faculty member should provide a written summary of the rationale for the informal conference.
- A faculty member who, after a conference, still disagrees with scores and ratings, may formally appeal to the Senior Associate Dean.
- The faculty appeal is heard by a Faculty Appeals Committee previously appointed by the Senior Associate Dean from nominees provided by the M-G CAFE Faculty Council.
- After the meeting, the Faculty Appeals Committee makes a recommendation to the Senior Associate Dean.
- The Senior Associate Dean accepts or rejects the recommendation and advises the faculty member of the decision.
- A faculty member remaining in disagreement with the decision may appeal to the Provost in accordance with established university policies and procedures.

Platforms Used

APRs will be conducted in the M-G CAFE APR Software with only the final, signed one-page summary form printed for the Standard Personnel File (SPF). Academic Unit Leaders may choose to print other materials as needed.