MEMORANDUM

DATE: October 23, 2024
TO: Faculty and Academic Unit Leaders
FROM: Carmen Agouridis, Senior Associate Dean
SUBJECT: Faculty Annual Performance Reviews (APR) For Calendar Years 2023 and 2024

Faculty Annual Performance Reviews will be conducted in accordance with AR 3:10 and Provost's Annual Memo on Faculty Performance Reviews. The M-G CAFE APR Software (APR software) will be open to Faculty from October 23, 2024, to January 8, 2025, at 8:00 am ET, per the APR Calendar.

Faculty Included in the Review
This is the first year of the biennium; therefore, all full-time faculty across all title series will be evaluated except for faculty whose appointments will not extend beyond the end of the current fiscal year (June 30, 2025).

General Procedures
The performance evaluation covers the two preceding calendar years (2023 and 2024). Teaching and advising/mentoring, 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. Faculty should review the pre-loaded data and add appropriate details and additional activity in Faculty Success by December 20, 2024, at 8:00 am ET. OFRPA will then generate enhanced CVs from Faculty Success and upload to APR software, along with KERS Statistical Contacts and Success Stories.

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

Steps in Determining Ratings
- Academic Unit Leaders shall utilize the advice of tenured faculty or other appropriate means of faculty consultation in assessing the quality and quantity of individual faculty performance.
- The Academic Unit Leader recommends ratings for each area of activity to the Senior Associate Dean.
- The Senior Associate Dean and Associate Deans consider individual ratings for each faculty.
- Final ratings, scores, and composite 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 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. The Academic Unit Leader should focus on faculty performance (strengths and challenges during the review period and pertinent to DOE) and make suggestions for improvement, as appropriate.

Rating Method

The [Provost's Annual Memo on Faculty Performance Reviews](#) states: *Reviews are to be based on the composite DOE across the review period performed by the faculty employee in each area of assigned activity. Quantitative and qualitative information will be used and explained in making judgments about performance.*

M-G CAFE uses [five-point rating categories](#) as provided for 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 score in each activity area. The Deans' rating scores are also formulaic and will be the sum of the discrete 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 2024 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 year data. Therefore, for this two-year review, DOE is calculated by using weighted averages as follows:
- January 1, 2023, to June 30, 2023 (FY23) x .5
- July 1, 2023, to June 30, 2024 (FY24) x 1
- July 1, 2024, to December 31, 2024 (FY25) x .5
- Faculty should work with their Academic Unit Leader if they want to correct/recalculate DOE data displayed in the APR software.

Appeal of Rating
- Faculty have approximately one month after they receive the results (APR Summary) of their review to request an appeal with written summary at the college level via their Academic Unit Leader.
- If college level appeal is received, the faculty member is provided an opportunity to meet with College Leaders. If a faculty member still wishes to continue an appeal, the college level appeals are completed within approximately one month of the request.
- Faculty are provided approximately one month from the time they receive college level appeal results to then appeal at the Provost level. The timing of Provost level appeals will be dependent on availability of the Provost's Appeal Committee, thus appeal requests received after March 1 may not be considered until the following academic year.

Platforms Used

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