CLAS 2019-2020 FACULTY ACTIVITY PLANNING and SALARY ADJUSTMENT PROCESS

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| Relates to Unit Head | Relates to Faculty | (May) Relate to PSS’ |  |
|  | X | (X) | 1. **FACULTY ACTIVITY PLANNING SUBMISSIONS.** By **October 1**, faculty must submit theirFaculty Activity Plans (FAPS) to their unit head. **CLAS faculty must use the Digital Measures “Activity Insight” on-line database program to compile and print their FAPs.**
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| X | X |  | 1. **FAPs & JOINTLY APPOINTED FACULTY.** If a faculty member has a joint appointment in another unit or an assignment outside their home unit, he/she should supply both unit heads with copies of his/her Faculty Activity Plan. The faculty member should remind the head of the secondary unit to submit any feedback to the workload plan to the head of the primary unit by **October 8**. The head of the primary unit will fold in feedback to the plan from the secondary unit’s head. The primary will affirm/adjust changes with input from faculty member.
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| X | X |  | 1. **WAIVING PEER REVIEW.** If, by a two-thirds majority vote, a unit chooses to waive peer review of Faculty Activity Reports (FARs), this decision must be communicated in writing to Associate Dean Anderson by **January 15.**
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|  | X | (X) | 1. **FACULTY SUBMISSIONS.** By **January 15**, faculty must submit the following documents electronically to their unit: Faculty Activity Report, (for the preceding calendar year, 2019), and a current C.V.  **CLAS faculty must use the Digital Measures “Activity Insight” on-line database program to compile and print their FAR.**
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| X | X |  | 1. **JOINTLY APPOINTED FACULTY.** If a faculty member has a joint appointment in another unit or an assignment outside their home unit, he/she should supply the external unit with a copy of his/her FAR and workload plan, or of that portion pertaining to that unit. The faculty member should remind the external unit to submit, by **January 27**, to the unit head of the home unit an evaluation of his/her performance in the external unit. ***The head of the primary unit should ensure the feedback submitted by the secondary unit’s head becomes a part of the salary adjustment process for that faculty member.***
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| X | X | (X) | 1. **PEER REVIEW IN THE UNIT.** Unless the unit has elected to waive peer evaluation, the unit head makes available to faculty each FAR, FAP, and C.V. for peer review, using criteria developed by the department. A unit can, with the approval of the Dean, develop a procedure wherein a committee reviews the FARs or where each faculty is randomly assigned a set of colleagues to review, but in such cases the FARs should still be made available to all the members of the department.
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| X | X |  | 1. **PEER RECOMMENDATIONS.** After reviewing the FARs, FAPs and C.V.s, faculty complete a “Peer Recommendation for Colleague” form for each member of their unit, which is given to the unit head by the departmental deadline announced by the unit head. Faculty should also complete a “Peer Recommendation for Unit Head” form, which is sent directly to Tracy McLenithan (B-4-232 MAK) by **March 9.** Both forms are available on the CLAS website, “For Faculty and Staff” tab, Salary Adjustment/Evaluation Process. **When recommending “less than satisfactory” or “exemplary” performance for any peer or unit head, faculty should provide a written justification; for untenured faculty and associate professors, written justification is required for recommendations in *all* ranges and any concerns about their contract renewal, tenure, or promotion should be noted.**
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| X |  | (X) | 1. **UNIT RECOMMENDATIONS TO DEAN.** For each faculty member in the unit, the unit head completes a “Unit Head’s Summary of Peer Recommendations” form, summarizing the peer evaluations received on the “Peer Recommendation for Colleague” forms. This form is available on the CLAS website, “For Unit Heads” tab, Salary Adjustment/Evaluation Process. If a faculty member has a joint appointment in another unit or an assignment outside the unit, evaluation information or recommendations from the external unit(s) should be included in the Unit Head’s Summary. **When recommending “less than satisfactory” or “exemplary” performance, there must be a written justification; for untenured faculty and associate professors, written justification is required for recommendations in *all* ranges and any concerns about their contract renewal, tenure, or promotion should be noted.**
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| X |  | (X) | 1. By **March 9,** the unit head forwards electronic copies of the Unit Head Summary in Word format to Tracy McLenithan. A CD of all of the faculty FARs, FAPs for the year under review, and C.V.s should be sent to Tracy McLenithan (B-4-232 MAK).

Departments should retain a copy for their records and use during the individual merit classification discussions. Do not forward the individual “Peer Recommendation for Colleague“ forms to the Dean. |
| X | X |  | 1. **UNIT RECOMMENDATIONS COMMUNICATED TO FACULTY.** After the recommended increase categories have been confirmed by the Dean, the unit head must communicate to each faculty member, in writing, the salary adjustment range and a summary of performance and hold a personal meeting, ordinarily by commencement, to discuss that faculty member’s performance for the past year. This meeting will also include the Unit Head’s Summary of the peer evaluations (or the unit head’s recommendation if peer evaluations are not done). **After the Dean has given permission on final categories, untenured faculty and associate professors will sign the written performance summary (indicating receipt) and may, if desired, attach a response.**
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