



## Faculty Annual Salary Adjustment Program Written Performance Summaries for Untenured Faculty Guidelines and Frequently Asked Questions

Written performance summaries for all faculty have long been a part of the annual salary adjustment process. Current *Faculty Handbook* Section 3.03.A.6.a states:

Unit heads must communicate salary adjustment ranges and a summary of performance in writing to each faculty member by the end of the winter semester. The written performance summary will include the unit head's summary, in writing, of the peer evaluations or the unit head's recommendations if peer evaluations are not done. ....

The Unit head will also discuss that faculty member's performance for the past year in a personal meeting held ordinarily by the end of the winter semester/term.

Under the new personnel policy providing for one, rather than two pre-tenure reviews, this sentence has been added (between the two sentences above):

The written performance summary will also discuss the faculty member's performance in teaching, scholarship, and service and will, for tenure-track faculty who are untenured, address any departmental concerns regarding contract renewal, tenure, and promotion.

**Untenured faculty who are candidates for contract renewal or tenure are now required to include these written performance summaries in their dossiers.** *Administrative Manual*, Chapter 4, Section 2.10.5.D) now states:

D) Materials submitted for probationary faculty reviews shall include copies of the annual FARs and the written performance summaries.

**The new personnel policy also requires a written justification for any salary recommendation for untenured faculty.** Section 3.03.A.6.b now states:

- i. For tenured faculty members, written justification is not required for recommendations within the satisfactory range. However, appointing officers must prepare a written justification to the Provost to accompany salary adjustment recommendations in the ranges for "less than satisfactory performance", "exemplary performance," and "special salary adjustments." A copy of the justification for these adjustments needs to be provided to each affected faculty member ordinarily by the end of the winter semester/term.
- ii. For tenure-track faculty members who are untenured, written justification is required for recommendations in *all* ranges. Appointing officers must provide a written justification to the Provost to accompany all salary adjustment recommendations, a copy of which needs to be provided to each faculty member ordinarily by the end of the winter semester/term.

## Frequently Asked Questions:

1. When does this become effective?

For untenured faculty, annual written performance summaries and written justifications for salary recommendations in all ranges must be done **beginning in the Winter 2013 semester**. Untenured faculty who are being considered for contract renewal or for tenure in Winter 2013 may include their prior written performance summaries, if available, but since prior to 2013 these summaries were not written with a public audience in mind, candidates are not required to include any written performance summaries prior to 2013. In the future, however, candidates for contract renewal or tenure must include their 2013 and subsequent summaries.

2. What is the basis for the written performance summary?

The annual written performance summary is written by the unit head, based on the same annual salary recommendation process used for all unit faculty. Unless problems have been identified, no special annual review process should apply to untenured faculty. If the unit uses peer review or a modified form of peer review, the same procedure should be used for untenured faculty, although the peer reviewers should now pay particular attention to any concerns regarding contract renewal, tenure, and promotion and should provide a written justification for any salary adjustment recommendation. If the unit elects to delegate this responsibility to the unit head, he/she will state any concerns concerning contract renewal, tenure, and promotion and will provide a written justification for any salary recommendation.

3. Is there an opportunity for the faculty member to respond to the performance summary?

According to Handbook 3.03.A.c, the unit head must meet with each faculty member before the end of the Winter semester. At that meeting the unit head should present the faculty member with an original and a copy of the written performance summary. The faculty member will sign the original and return it to the unit head and retain the copy for later inclusion with his/her review materials. This signature does not necessarily indicate he/she agrees with it, rather simply that he/she has received it. Although the *Faculty Handbook* is silent on this aspect, if the faculty member wishes, he/she may write a response of not more than one page, which will become part of their written performance summary. The unit head shall retain the signed copies of the written performance summaries (and any responses) and of justifications for salary recommendations of all untenured faculty, and shall place these in the unit files for future reference.

4. Who places the written performance summaries in the candidate's dossier?

It is the responsibility of the candidate to retain his/her performance summaries and include these in their dossier. The unit head is encouraged to have a file copy maintained in the department files.

## Unit Head's Checklist

	Tenured Faculty	Untenured, Tenure-Track Faculty
Annual peer review (or unit head review) for salary recommendations	✓	✓
Complete Written Summary of Performance discussing faculty member's performance in teaching, scholarship, and service. Include summary of peer evaluations (or unit head's recommendation if peer evaluations are not done). (3.03.A.5.d; 3.03.1.6.a)	✓	✓
In Summary of Performance, include any departmental concerns regarding contract renewal, tenure, and promotion.		✓
Provide written justification for "less than satisfactory" and for "exemplary" performance (3.03.A.6.b.i)	✓	✓
Provide written justification for "satisfactory" performance (3.03.A.6.b.ii)		✓
Forward summary of peer evaluations and written performance summary to dean [In CLAS, this is done on the "Unit Head's Summary Form"]	✓	✓
Communicate salary adjustment range and summary of performance in writing to faculty member by end of Winter semester. Provide copy of justifications for salary adjustment to faculty member. (3.03.A.6.a)	✓	✓
Discuss faculty member's performance for past year in personal meeting. (3.03.A.6.a)	✓	✓
Have faculty member sign written performance summary and justifications for salary adjustment		✓
If faculty member desires, attach his/her response to the written performance summary and justifications. Send copy of response to dean.		✓
Retain written performance summaries (and responses, if any), in department file	*	✓

\*It is the responsibility of the candidate to retain his/her performance summaries and include these in their dossier. The unit head is encouraged to have a file copy maintained in the department files.