Texas Tech University
WHITACRE COLLEGE OF ENGINEERING
Operating Policy and Procedures

WCOE OP 10.02: Annual Faculty Review, Evaluation and Expectations

Date: August, 2016

Purpose: The purpose of this Whitacre College of Engineering Operating Policy/Procedure (WCOE OP) is to complement the annual performance evaluation of faculty, required by TTU OP 32.32, by adding new dimensions of planning and alignment of faculty expectations with department goals and needs. This improved alignment is intended and expected to enhance faculty performance and job satisfaction and to increase departments’ productivity, stature, and image. The annual review period is the calendar year before submittal of the document by the faculty member.

Review: This OP will be reviewed summers of every even-numbered year by the Dean’s Office, with recommendations for revision presented to the departmental chairs by August 15.

Faculty Review
- OP 32.32: Performance Evaluation of Faculty

POLICY/PROCEDURE

1. Implementation
A Statement of Expectations Regarding Distribution of Effort (Attachment A) shall be completed by the faculty member at the time of the annual faculty performance evaluation. Brief statements of career goals and expected milestones will also be included on the faculty member’s Expectations Statement. This statement is separate from the Faculty Annual Report (Attachment B).

The Faculty Annual Report will include a review of the distribution of effort indicated the year before in the Expectations Statement. The chairperson’s performance review shall include consideration of the faculty member’s previously stated expectations and the alignment of the faculty member’s performance with those expectations, the stated goals and with departmental goals and needs.

The Statement of Expectations will facilitate the discussion between the chair and the faculty member and hopefully will reflect an agreement between them. The chairperson’s statement on the Statement of Expectations form should reflect discussion on alignment with departmental goals and needs and adjustments in expectations considered mutually beneficial.

The Statement of Expectations Regarding Distribution of Effort (Attachment A), the Annual Faculty Report (Attachment B) and the Chairperson’s Evaluation (Attachment C) are
2. Procedure
The Annual Faculty Report (Attachment B) and Chairperson’s Evaluation (Attachment C) forms are modified forms identified by the same names in OP 32.32. They shall be used as required in OP 32.32. The Statement of Faculty Expectations form (Attachment A) is added to the requirements of OP 32.32. All elements of OP 32.32 shall be met by College of Engineering procedures.
Attachment A

Statement of Expectations Regarding Distribution of Effort
(insert Date)

-----------------------------------------------
Faculty Member                                  Department

Faculty Rank and Title (e.g., assistant, associate, professor, chair, director,) ________________

Distribution of Effort Expected Next Evaluation Year*

Teaching/advising ____%; Research ____%; Service ____%; Other/Admin ____%

This distribution may be modified during the academic year based on departmental teaching requirements, faculty new assignments or commitments, or other circumstances by a memo documenting the changes signed by both the faculty member and chairperson.

Faculty Member’s Statement on Performance

<table>
<thead>
<tr>
<th>Short-term and long-term goals</th>
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Chairperson’s Statement on Faculty’s Performance

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<tr>
<th>Alignment with and support of departmental goals</th>
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________________________  ____________________  __________________________
Faculty member’s signature  Date  Chairperson’s signature  Date
Attachment B

Annual Faculty Report
(insert Date)

____________________________________  ______________________________________
Faculty Member                                           Department/Area

Due to Chairperson or Coordinator by ________________________________

1. Distribution of effort compared with last year annual faculty report

Expected Effort: Teaching/advising %; Research %; Service % Other/Admin %
Actual Effort:   Teaching/advising %; Research %; Service % Other/Admin %

Comments regarding change in effort from last year’s expectation, if any

Highlight your major contributions in the areas of teaching, research/creative activity and service in the university for the past calendar year. Add other information that you judge to be pertinent. Also, include one copy of the syllabus for each course taught during the past year.

2. Teaching:

WCOE OP 10.01 in Section 2.3 outlines evidence that support basic and higher-level contributions to teaching and learning. Please refer to Section 2.3 and describe activities supporting teaching and learning accomplishments and achievements. Please indicate evidence of leadership in the scholarship of teaching, as appropriate.

Statement regarding teaching accomplishments and achievements
### Summary of Teaching Assessments

<table>
<thead>
<tr>
<th>Year/Semester</th>
<th>Subject Code &amp; Name</th>
<th>Question 1 (1 - 5)</th>
<th>Question 2 (1 - 5)</th>
<th>Question 3 (1 - 5)</th>
<th>Number of responses</th>
<th>Syllabus Uploaded</th>
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### 3. Research/Creative Activity:

WCOE OP 10.01 in Section 2.4 outlines evidence that support basic and higher-level contributions to research. Please refer to Section 2.4 and discuss activities supporting research accomplishments, achievements, themes and initiatives.

#### Summary of major research themes and initiatives

#### A. Funded Research

<table>
<thead>
<tr>
<th>Year</th>
<th>Title of Current Research Grant or Contract</th>
<th>Granting Agency</th>
<th>Amount ($)</th>
<th>Chief Investigators &amp; Faculty Member in order</th>
<th>Percent Contribution</th>
<th>Number and Time Period of Student Support</th>
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WCOE OP 10.02 Annual Review, Evaluation and Expectations
B. Other Attempts to Gain Funding.

<table>
<thead>
<tr>
<th>Year</th>
<th>Title of Research Grant or Contract</th>
<th>Granting Agency</th>
<th>Amount &amp; status</th>
<th>Chief Investigators &amp; Faculty Member in order</th>
<th>Percent Contribution</th>
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C. Gifts

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<tr>
<th>Date Received</th>
<th>Amount/Gift Type</th>
<th>Name of Organization /Sponsor</th>
<th>Description</th>
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<tbody>
<tr>
<td></td>
<td>$ [Award Amount], [Type]</td>
<td>[Name of Organization Sponsor]</td>
<td>[Description]</td>
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</table>

D. Bibliographic Record

Please indicate percentage contribution to jointly authored publications. For each publication indicate whether (A) refereed or (B) non-refereed.

(i) Journal Publications (*List most recent first*)

(ii) Conference Proceedings (refereed)

(iii) Accepted/in press (Journals (J) Conference Proceedings (CP))

(iv) Submitted (e.g., Journals (J) Conference Proceedings (CP), Technical Reports (TR), etc.)

(v) Papers presented (Invited (I) contributor (C))

4. Service:

WCOE OP 10.01 in Section 2.5 outlines evidence that support basic and higher-level contributions to internal and external service. Please refer to Section 2.5 and discuss activities supporting internal and external service.

A. Service to Department
### B. Service to Student Groups or support of student activities

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<thead>
<tr>
<th>Date(s)</th>
<th>Description of Role</th>
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### C. Service to University

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<th>Description of Role</th>
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### D. Service to Profession

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4. **Awards: (Teaching or research indicate if internal or external)**
Attachment C

Annual Faculty Evaluation
(insert Date)

__________________________  ____________________________
Faculty Member             Department/Area

The chairperson/area coordinator is to review the statements made by the faculty member concerned and, using such other evidence as may be available, assess the faculty member's contributions for the past year.

This assessment is to be discussed with the faculty member concerned before this and the faculty members' statements are forwarded to the dean.

__________________________
Faculty member’s signature

__________________________
Chairperson’s signature

A check mark in the box to the left verifies that the chairperson/area coordinator reviewed this faculty member’s course syllabi from the year immediately past and that all syllabi contain expected outcomes of student learning and appropriate methods to assess those outcomes. (See OP 32.32)

Briefly discuss faculty members Distribution of Effort Desired and alignment with departmental needs and goals. Comment on discussions held concerning differences or misalignment.

__________________________  ____________________________  ____________________________  ____________________________
Faculty member’s signature  Date  Chairperson’s signature  Date