Texas Tech University  
COLLEGE OF ENGINEERING  
Operating Policy and Procedures

COE OP 10.02: Annual Faculty Review, Evaluation and Expectations

Date: November, 2010

Purpose: The purpose of this College of Engineering Operating Policy/Procedure (COE OP) is to complement the annual performance evaluation of faculty, required by 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.

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 created using the DigitalMeasures database available at
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., chair, director, …) ________________________________________

Distribution of Effort Expected Next Year*

Teaching/advising _____%;  Research _____%;  Service_____%;

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

<table>
<thead>
<tr>
<th>Short-term and long-term goals</th>
</tr>
</thead>
</table>

Chairperson’s statement

<table>
<thead>
<tr>
<th>Alignment with and support of departmental goals</th>
</tr>
</thead>
</table>

_______________________________________         ______________________________________
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 indicated last year in Expectations Document

<table>
<thead>
<tr>
<th>Teaching/advising</th>
<th>Research</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ %</td>
<td>_____ %</td>
<td>_____ %</td>
</tr>
</tbody>
</table>

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:

Statement regarding teaching accomplishments and achievements

<table>
<thead>
<tr>
<th>Year/ Semester</th>
<th>Subject Code &amp; Name</th>
<th>Credit Hours</th>
<th>Your total number of scheduled Contact Hours (per semester in this subject)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Include relevant data on class size, predominant mode of teaching (lecture, seminar, tutorial, practical, external studies, laboratory, clinical or field work). If you team teach, list percentage contribution.</td>
</tr>
</tbody>
</table>


Degree (State if Honours, Masters by Coursework, Masters by Research or PhD. Ongoing or completed) | P/T or F/T | Student’s Name (& Department if not from your own) | Date of Enrolment mm/yy | Date Thesis Submitted mm/yy | Date Awarded mm/yy | Chair or Committee Member (percent contribution)
--- | --- | --- | --- | --- | --- | ---
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### Summary of Teaching Assessments

<table>
<thead>
<tr>
<th>Year/ Semester/</th>
<th>Subject Code &amp; Name</th>
<th>Lecturer rating (1 - 5) (Question 1)</th>
<th>Subject Rating (1 - 5) (Question 11)</th>
<th>Number of responses</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

### 3. Research/Creative Activity:

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>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

#### 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>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
C. Bibliographic Record

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

(i) Publications (List most recent first)

(ii) Accepted/in press

(iii) Submitted

(iv) Other papers presented (eg conference papers, technical reports)

4. Service:

A. Service to Department

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Description of Role</th>
</tr>
</thead>
</table>

B. Service to University

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Description of Role</th>
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</table>

C. Service to Profession

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Description of Role</th>
</tr>
</thead>
</table>
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.

<table>
<thead>
<tr>
<th>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)</th>
</tr>
</thead>
</table>

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