**Annual Faculty Review**

**Approved by College of Education Tenured/Tenure-Track Faculty Vote**

**(conducted via email; completed on 12.15.16)**

# Sources of Authority

# Related OPs: <http://www.depts.ttu.edu/opmanual/OP32.32.pdf>

# 2015-16 Texas Tech Faculty Handbook: <http://www.depts.ttu.edu/opmanual/OP32.08.pdf>

# Texas Tech Regents Rules: <http://www.texastech.edu/board-of-regents/regents-rules.php>

# SACSCOC 2012 Principles of Accreditation: <http://www.sacscoc.org/pdf/2012PrinciplesOfAcreditation.pdf>

# AAUP: <http://www.aaup.org/>

## Annual Report

At the conclusion of each calendar year, each faculty member prepares an annual report listing all activities for that calendar year in the areas of teaching, research, and service using Digital Measures. This report is required by University policy and becomes a part of the faculty member's official record.  It is considered in decisions regarding merit pay, tenure and promotion, and other personnel matters.

**Annual Review**

The annual report and a current resume are submitted to the department Chairperson in January (as per OP 32.32).  The Chairperson reviews the report and prepares a written evaluation of the faculty member's performance.  The Chairperson is also expected to consider performance for the three previous years. The faculty member will receive a draft of the letter which will allow the faculty member to suggest revisions and/or additions in a timely fashion. The Chairperson will provide the Dean with annual review letters prior to conducting the annual review conference. The evaluation is attached to the annual report and copies are distributed to the faculty member, Department Chairperson, Dean, and Provost.  Specific guidelines in OP 32.32 govern provisions for faculty performance that is deemed by the Chairperson and Dean to unsatisfactory.

## Annual Review Conference

Prior to submitting the completed evaluation to the Dean, the Department Chairperson meets with faculty members individually to discuss the annual report, Chairperson's evaluation, and overall performance for the year.  The faculty member signs the Chairperson's evaluation, indicating that he/she has met with the Chairperson.