

**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 ) a r e

created using the DigitalMeasures database available at  
<http://appserv.itts.ttu.edu/DigitalMeasures/default.aspx>

## **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**

Short-term and long-term goals

#### **Chairperson's Statement on Faculty's Performance**

Alignment with and support of departmental goals

\_\_\_\_\_  
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

Year/ Semester	Subject Code & Name	Credit Hours	Your total number of scheduled Contact Hours (per semester in this subject)	Notes - <i>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.</i>

Degree (State if Honors, Masters by Coursework, Masters by Research or PhD. Ongoing or completed, Post Docs)	P/T or F/T	Student's Name (& Department if not from your own)	Date of Enrollment mm/yy	Date Thesis Submitted mm/yy	Date Awarded mm/yy	Chair or Committee Member (percent contribution)

### Summary of Teaching Assessments

Year/ Semester/	Subject Code & Name	Question 1 (1 - 5)	Question 2 (1 - 5)	Question 3 (1 - 5)	Number of responses	Syllabus Uploaded

### **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
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### **A. Funded Research**

Year	Title of Current Research Grant or Contract	Granting Agency	Amount \$	<u>Chief Investigators &amp; Faculty Member in order</u>	Percent Contribution	Number and Time Period of Student Support


### B. Other Attempts to Gain Funding.

Year	Title of Research Grant or Contract	Granting Agency	Amount \$ & status	Chief Investigators & Faculty Member in order	Percent Contribution

### C. Gifts

Date	Amount/Gift Type	Name of Organization /Sponsor	Description
[Date Received]	\$ [Award Amount], [Type]	[Name of Organization Sponsor]	[Description]

### 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*)

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#### (ii) Conference Proceedings (refereed)

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

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

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

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### 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

Date(s)	Description of Role

**B. Service to Student Groups or support of student activities**

Date(s)	Description of Role

**C. Service to University**

Date(s)	Description of Role

**D. Service to Profession**

Date(s)	Description of Role

**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.

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.

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Faculty member's signature

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Date \_\_\_\_\_

Chairperson's signature

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Date