Faculty Review

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Resources

- EDP Merit Review Criteria
- Faculty Review Types
- Peer Teaching Observation Guidelines
- UT Faculty Evaluation Policies
- Merit Grid (only for reference - do not fill out for current/future years per instructions below): Excel | Word

Instructions

Required Materials

- FAR (Faculty Activity Report)
- Updated CV
- Merit Annual Summary Score Sheet (recommended, not required)

NOTE: Merit Grid has been replaced by the FAR (Faculty Activity Report)

- For the 2018 review: materials will include the FAR for 17-18 and previously-submitted (if applicable) merit grid for 15-16 & 16-17.
- For the 2019 review: materials will include the FAR for 18-19 & 17-18, and the previously-submitted (if applicable) merit grid for 16-17.
- Starting in the 2020 review: the merit grid will be totally replaced by the FAR.

Faculty do not need to submit previous-year merit grids, as EDP has these on file.

Submission Instructions

1. Review the “EDP Merit Review Criteria” at the top of this page

2. Complete your FAR

   - For 2018 Review: AY 2017-18 up to 8/31/2018
   - FAR How-To

   - Note: FAR is a UT-level system managed by the Provost Office

   - First, certify your works in the Publications Database.
     - All tenured and tenure-track faculty are required by the Provost to annually certify their scholarly works in the UT-central Publications Database. The database allows faculty to assign proxy users who can add/edit publication information prior to the faculty member personally certifying the publication list. You can add your publications one at a time, or through a batch upload process.

   - Make sure a date is listed in the FAR's Scholarly & Creative Works, Conference Presentations, and Service & Activities sections.
     - Ensure "Year" / "Date" fields are filled in for all in the 3-year period being reviewed for
     - Check for "Double-Dipping" and correct as-needed:
IMPORTANT: DO NOT “double-dip”!

The FAR system doesn’t understand that there can be calendar vs. academic year overlap. Some publications, presentations, or activities may therefore be duplicated across years. If this is the case, **you MUST** manually remove it from your newest FAR so it will not be counted twice!

**To Find & Correct Double-Dips:**

View previous years’ FARs by clicking “View” by the year you wish to see (on the FAR homepage):

![FAR Image]

Make note of any publications, activities, or presentations that are present in multiple FAR years.

**2017-18 FAR:**

![FAR Image with circled example]

**2016-17 FAR:**

![FAR Image with circled example]

In your new FAR, under the corresponding section, click “Make Adjustments”
Click the "Review and Submit" button to submit once finished. Note: After submitting, check for a message at the top of the page in red detailing any missing/incomplete information (if you see that, submission was not successful).

3. Upload the following documents to the Review Document Upload Box:
   - Updated CV
   - Completed Merit Annual Summary Score Sheet (optional but recommended) with any comments you deem relevant to understanding your accomplishments.

2018 Review

Deadlines

October 1, 2018: Merit materials due
*Note: to be eligible for a merit raise, review materials must be submitted by this deadline.*

October 1 - November 7, 2018: Review committees and Teaching Observation teams meet & complete deliberations

November 9, 2018: Reviews completed (final review committee meeting w/committee chairs + Dept Chair)

November 12 - 30, 2018: Individual faculty meetings with Dept. Chair

January: Budget Council Meeting to vote on which faculty will go up for promotion

February 1: Deadline to invoke right of consideration

March 1: 1st-Year faculty merit materials due (CV and self-completed merit summary sheet)

March 2 - 31, 2019: Reviews of 1st-Year faculty

May 1, 2019: Peer Teaching Observation Reports submitted to Department Chair; Post-Tenure Reports due; Mid-Probationary (3rd-Year) Reports due

Committees

Assistant Professor Review Committee
Reviews Required

2018 Peer Teaching Observations Required

Person to Be Reviewed (Peer Observation Chair, Co-Chair)

- Angela Bush-Richards
- Cindy Carlson
- Kevin Cokley
- Anita Israni
- Annie Kang
- Mike Parent
- James Pustejovsky
- Aaron Rochlen
- Erin Rodriguez
- Tiffany Whittaker
- Veronica Yan

2018 Mid-Probationary Reviews Required

- None

2018 Post-Tenure Comprehensive Reviews Required

- Aaron Rochlen