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NOTE: Merit Grid has been replaced by the FAR (Faculty Activity Report)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

![Faculty Activity Report](image)

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

**2017-18 FAR:**

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Publication/Article</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Publication</td>
<td>Description of publication...</td>
</tr>
</tbody>
</table>

**2016-17 FAR:**

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Publication/Article</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>Publication</td>
<td>Description of publication...</td>
</tr>
</tbody>
</table>

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
• Tiffany Whittaker (Chair)
• Gigi Awad
• Cindy Carlson
• Keenan Pituch
• Marie-Anne Suizzo

Associate Professor Review Committee
• Aaron Rochlen (Chair)
• Tasha Beretvas
• Toni Falbo

Full Professor Review Committee
• Rico Ainslie (Chair)
• Stephanie Cawthon
• Kevin Cokley
• Diane Schallert

Non Tenure-Track Review Committee
• Kristin Neff (Chair)
• Seung Choi
• Delida Sanchez
• Kevin Stark

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