Faculty Evaluation

Faculty Evaluation and COVID-19
See additional information at EVPP: Faculty & Instructional FAQs - Evaluation.

Review types

Annual Reports

Per HOP 2-2151: Annual Evaluation of Faculty, faculty are required to submit an annual report of their involvement in teaching, research, and service activities. The annual reporting requirement applies to all tenured and tenure-track faculty and non-tenure-track faculty in all ranks, with the following exceptions:

- Faculty who are 100% in an administrative position
- Non-tenure-track faculty who are assigned less than 50% time for the review period.
- Faculty who are on Phased Retirement.

Access the Faculty Activity Report (FAR) system online.

See EVPP: Guidelines for Annual Review of Faculty for additional information. Recommendations for salary advancement, promotion in rank, tenure, renewal of appointment, or non-renewal of appointment, are based on excellence in performance in these areas. The final results of the annual evaluation shall be communicated in writing to each faculty member by the Department Chair. This communication shall advise the faculty member of any areas that need improvement.

Proxy functionality is available for the FAR. Faculty members may assign proxy users to add, edit and delete data in the FAR and, if necessary, submit the FAR on behalf of the faculty member. Proxy users are managed in Publications.

See related policy: COE: Faculty Merit Monies Policies.

Publications Database

All tenured and tenure-track faculty are required to certify their publications, creative works, and other scholarly works by October 1st in the centrally maintained Publications Database. The database will allow faculty members to assign proxy users who can add, edit and delete publication information and, if necessary, certify the publication list on behalf of the faculty member. Publications can be added one at a time or through a batch upload process. Firefox and Google Chrome are the preferred browsers for this system.

Please note that there is not separate proxy functionality for the Faculty Annual Report (see Annual Reports tab on this page) and the Publications Database. A proxy user assigned by a faculty member will be a proxy for both systems on behalf of the faculty member.

*For the 2020-21 academic year, the deadline was extended to November 1, 2020.

Mid-Point Review of Untenured Faculty

As a regular part of the annual review and evaluation process for all faculty, every fall department Budget Councils or Executive Committees provide written feedback through the Department Chair to each Assistant Professor regarding their performance in teaching, research, advising and student services, committee and public service, and other categories. In some departments, the Chair holds a conference with each Assistant Professor to review strengths and weaknesses, progress toward promotion and tenure, and areas of needed improvement.

During the spring semester of the third year of appointment, a more comprehensive review of each Assistant Professor is conducted. The College policy grants departments considerable flexibility, but ensures that all Assistant Professors receive a formal evaluation near the midpoint of the probationary period. The review covers the criteria that are typically considered in the promotion process. The department Budget Council or Executive Committee, sometimes initially through appointed faculty subcommittees, review the Assistant Professor’s vita; annual reports; teaching evaluations, including peer evaluations of teaching; advising and student services; scholarly progress; community, university, and professional service; and recognitions. The review, which addresses the accomplishments of the Assistant Professor in the areas of research, teaching and service, is intended to be consultative and corrective. In some departments, the chair drafts a written report based on the evaluation of the Budget Council or Executive Committee. In other departments, the Budget Council or Executive Committee or an appointed subcommittee drafts the report for review and revision by the entire Budget Council or Executive Committee.

In all cases, the Department Chair provides a copy of the report and holds a conference with the Assistant Professor to give an assessment of progress on each of the criteria for promotion and tenure. The chair also advises the Assistant Professor on areas that need improvement before the formal promotion/tenure review. If progress is satisfactory in the criteria areas, the Assistant Professor is advised to continue the progress.

The report is maintained in department personnel files and a copy is sent to the Dean’s Office.

See additional information at EVPP: Mid-Probationary Review for Tenure-Track Faculty.

Mid-Term Review of Associate Professors

The department chair will conduct a mid-term review with all tenured associate professors, typically in their third year of rank. In this review, the department chair will review scholarship; teaching, student advising and service. In spring of the third year in rank, the candidate will submit a vita, CIS chart for last three years, and the UT list of service on student committees. The department chair will meet face-to-face and provide written feedback with the candidate at the end of the third year in rank (i.e., spring or summer of the third year). The faculty member is welcome to have her/his mentor attend the meeting. During the meeting, the department chair can offer both support and suggestions for continued development. In addition, the chair will recommend to the associate professor to set an appointment with the Associate Dean of Academic and Faculty Affairs for college-level feedback.
This policy was established in winter 2019 and went into effect at the beginning of the 2019-2020 academic year.

**Comprehensive Periodic Review of Tenured Faculty**

Tenured faculty are evaluated every six years, in combination with the annual review. Individual notice of at least six months of intent to evaluate is provided by the Department Chair. The six-year evaluation is carried out by an appropriate faculty committee at the level of the department. The Chair of the department communicates the result of the evaluation in writing to the faculty member and to the Dean. The Dean reports the results to the Provost’s Office. Detailed procedures and guidelines are described in HOP 2-2150: Comprehensive Periodic Evaluation of Tenured Faculty and at EVPP: Faculty Evaluation.

**Notes on Promotion and Comprehensive Periodic Review**

- If an associate professor goes up for promotion to full in their sixth year of current rank, the promotion review will count as their comprehensive review. If the promotion is successful, their Comprehensive Periodic Review clock is reset. If the promotion is not successful, APS can help determine how the Comprehensive Periodic Review should be reported.
- If an associate professor goes up for promotion before their sixth year in current rank and is successful. The Comprehensive Periodic Review six-year clock resets. If not successful, they continue until their sixth year when the Comprehensive Periodic Review is due.
- For an associate professor, the Comprehensive Periodic Review is to be completed every six years until they are successfully promoted to full professor.

**Peer Observation**

See Faculty Innovation Center: Peer Observation of Teaching.

**Personal Circumstances Flag overview**

Faculty Affairs has created a Personal Circumstances Flag that can be noted on a faculty member’s personnel record. This Personal Circumstances Flag offers tenured and professional/non-tenure track faculty the opportunity to designate a year within the scope of a multi-year review as having been impacted by personal circumstances as is available for tenure-track faculty. This notation, but not the reason for it, would be available to review committees providing context for that particular year being reviewed.

See EVPP: Personal Circumstances Flag for information and impact on different types of reviews.

**Process**

Tenured and professional/non-tenure track faculty should complete and submit a Personal Circumstances Flag Request Form to be routed via DocuSign to their department chair, department chair (if applicable), dean, and the Provost’s Office. Upon approval by the Provost’s office, a copy of the decision will be provided to the faculty member and other approvers on the request form. Approved Personal Circumstances Flags will be documented in the Provost’s Office Faculty Profile system.

*Please send suggested additions to this page and notifications about broken links to COE-HR@austin.utexas.edu.*