

August 25, 2004

MEMORANDUM

To: Faculty Colleagues

From: Gerald E. Lang
Provost and Vice President for
Academic Affairs and Research

Re: Annual Faculty Evaluation Procedures and Calendar for 2004-05

The document, "Policies and Procedures for Annual Faculty Evaluation, Promotion and Tenure," is now available on the Web at <http://www.wvu.edu/~acadaff/fac/policies/pt.htm>. This "Policies and Procedures" document is that which was approved in May 1997 by the Faculty Senate and accepted by President Hardesty. Minor adjustments have been made to accommodate SB 653, SB 703, changes in the governance structure, HB 2224, and documents accepted or adopted by the WVU Board of Governors. One such document, "Family Friendly Practices for Faculty Members," is a compilation of current policies and practices at WVU that assist tenured and tenure-track faculty members in meeting their responsibilities toward their families while continuing to make appropriate progress in their careers. This document provides contexts in which one's critical year may be extended. It is available on the Web at <http://www.wvu.edu/~acadaff/fac/policies/familyfriendly.pdf> can be obtained from my office (call Wendy Spaw, 3-2021).

As I have previously noted, the 1997 document reinforces the importance of the annual evaluation. The process for evaluation should do much more than provide the cumulative evidence that supports decisions about promotion and tenure, although those decisions are very important. In addition, the annual review serves as a tool for faculty development at all ranks. With the implementation of 100% performance-based salary adjustments, the annual review is also critical to establishing the basis for merit pay.

Faculty success in all dimensions of the mission of this student-centered institution, including teaching, research, and service, is essential to the success of West Virginia University.

Creating a positive environment for academic achievement is an important dimension of teaching effectiveness. I want to encourage you to provide evidence of your teaching effectiveness not only through the student evaluation process, but also in a variety of other ways, such as those identified in the

"Policies and Procedures" document. Such evidence could include peer evaluations, review of syllabi, and other information about course content and student success.

Research, scholarship and creative activity continue to be important components of the mission of the university, and are critical to maintaining our status as a Doctoral/Research Extensive institution. These activities infuse instruction and public service with rigor and relevance, and validate the concept of the teacher-scholar. I encourage you to consider activities that are interdisciplinary and collaborative, as appropriate, in addition to those that are discipline-focused and individual. Research that lends itself to technology transfer is particularly valuable. Research of any kind should be consistent with the mission of your home unit and your college.

In keeping with its tradition as a land-grant institution, the university is committed to the performance and recognition of service activities on the part of its faculty as essential components of its mission. Service, as represented by faculty engagement with citizens of and communities in West Virginia, is of special importance to that mission. You are encouraged to document the quality of your service activities as well as the quantity.

I also want to remind you of several procedural matters identified by recent University Promotion and Tenure Advisory Panels that were of concern to them as a result of their review of promotion and tenure files.

1. To the extent possible, College- and School-wide committees should be representative of the various departments or programs from which faculty are reviewed.
2. All members of review committees must sign committee statements, to verify the vote, even in those rare cases in which a member abstains from voting.
3. Particularly in the case of probationary faculty members, departmental review committees and chairpersons should conduct the annual review in the context of the faculty member's total record since starting at WVU, taking into account suggestions for improvement that may have been made in previous years.
4. Review committees and chairpersons should not inflate the use of the terms "excellent," "good," and "satisfactory" in the annual review process. The use of the term "satisfactory" in one particular year, or especially when used in the context of an area (typically service) in which "reasonable contributions" are expected, will not by itself prevent promotion or tenure. "Satisfactory" or "unsatisfactory"

ratings for several years in an area in which “significant contributions” are expected could be a problem in that context.

5. Deans should work to ensure that proper procedures are followed by committees at the departmental and college levels, and that the procedures are consistently applied.
6. Deans and chairs should notify faculty when they have been added material to the personnel file, and should remind faculty of their right to respond to such material. Such material should be added to the file and the faculty member notified sufficiently in advance of the closing date so that the faculty member has a reasonable time to respond.
7. Please also be reminded that each faculty personnel file must have an inventory of contents, to ensure the integrity of the file. [Personnel files submitted to the office of the Provost, Vice President for Health Sciences, or the Regional Campus President without inventories will not be reviewed.]
8. All levels of review should strive to provide statements that are developmental and that can be readily understood by colleagues, particularly when suggestions for improvement are appropriate.
9. For promotion or tenure purposes, the comparison of a candidate with others “recently” promoted or tenured should be interpreted as a comparison of both one’s teaching and one’s research within the last two years.
10. Faculty seeking promotion should work with chairpersons and deans to ensure that all necessary materials are present in the file at the beginning of the review process (that is, by the date on which the file is closed).
11. The attached calendar for annual review applies to all faculty (including non-tenure track faculty) on all campuses unless an exception has been approved well in advance.

I appreciate the care and diligence exercised in the evaluation procedure in recent years. The current guidelines assist us in moving toward new levels of achievement in the context of a review process that is both rigorous and developmental.

For several years WVU has been required to notify probationary (tenure-track) faculty of negative decisions by specific dates. These dates are included in the attached calendar. Please be reminded that Senate Bill 703 also requires that

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probationary faculty who are to be retained must also be notified of their retention by those dates. Deans will be responsible for notifying faculty of the intent to reappoint. This responsibility is also noted in the attached calendar.

HB 2224 requires additional changes in dates for notification for faculty appointed after March 8, 2003. As indicated in policy approved by the Board of Governors, in 2003-04 these changes now apply to first-year and second-year tenure-track faculty, and are reflected in the attached calendar. Other changes will be added to the calendar in subsequent years, as needed.

For your information, I have attached a list of approved college evaluation guidelines and the dates the criteria were approved or accepted by the Provost's Office. Any guidelines not listed or any guidelines with dates that differ from those on the attached list should not be used during this year's review process.

Included with these materials is the current policy on Emeritus status.

For those of you who may be interested, Dr. C.B. Wilson and I will offer several faculty development sessions in Morgantown and on the regional campuses about the annual review, promotion and tenure process. Times and places will be announced in a separate memorandum. Additional material relevant to the annual evaluation process is distributed at these sessions. This includes information about annual review letters, external review letters, personnel file inventories, and changing one's areas of significant contributions. This material is available to interested faculty upon request.

Please feel free to contact Dr. Wilson, the Office of the Vice President for Health Sciences, or the Office of the Regional Campus President, as appropriate, with questions you may have about the annual review and/or the promotion and tenure review.

Best wishes for a productive and satisfying new academic year.



Approved College Faculty Evaluation Criteria

(Dates reflect approval or acceptance by the Provost's Office)

College of Agriculture and Forestry and Consumer Sciences - Approved 9-98

Eberly College of Arts and Sciences - Approved 7-98

Biology – 1/16/01	History – 1/03/01
Chemistry – 7/21/03	Mathematics – 6/09/04
Communications Studies – 1/12/01	Philosophy – 5/04/01
English – 10/06/00	Physics – 9/06/02
Foreign Languages – 6/07/01	Political Science – 5/04/01
Geology/Geography – 1/08/01	Psychology – 1/18/01
Statistics – 2/08/01	
School of Applied Social Sciences 6/30/04	
Women's Studies Program – 1/23/01	

College of Business and Economics – Approved 12-99

College of Creative Arts - Approved 9-98
Division of Music – Approved 8/01/01

College of Engineering and Mineral Resources - Approved 6-99

WVU Extension Service - Approved 8-98

College of Human Resources and Education – Approved 12-98

School of Journalism – Approved 9-99

College of Law – Approved 12-99

School of Physical Education – Approved 6-04

Health Sciences

School of Dentistry – Accepted 10/02	School of Nursing – Accepted 7/98
School of Medicine - Accepted 6-99	School of Pharmacy –Accepted 7/03

WVU Libraries -Approved 10/02

Regional Campuses

WVU - Parkersburg - Approved 8-02	Potomac State College – Approved 8/98
WVU - Tech –Approved 06/25/03	

It is expected that most departments will develop criteria specific to their discipline. Until such time, departments must ensure that criteria being used are consistent with University and College guidelines.

Because of the nature of the discipline, some departments may not develop specific criteria, and thus will use the appropriate university and college/school documents.

(rev. August 2004)