

Policies of the UNT Dallas College of Law	Chapter 07  Faculty Affairs
<b>07.208 Merit Evaluation of Faculty</b>	

**Policy Statement.** Faculty members at the UNT Dallas College of Law will have a variety of duties and responsibilities associated with the mission of the institution, including the essential functions of teaching, scholarship, institutional service, and public engagement. Annual merit evaluations will be based on the quality of the faculty member’s contributions in these areas of responsibility. Work in these areas constitutes the faculty member’s professional obligation to the University.

**Application of Policy:** This policy applies to all full-time faculty members.

**Procedures and Responsibilities.**

1. **Faculty Merit Evaluations.**

The Dean shall make public the schedule for accomplishing annual performance evaluations.

The College of Law shall have clearly formulated, written, and publicly accessible performance criteria upon which the annual review will be based. These performance criteria must be made known to all faculty members to ensure that all faculty members are aware of the criteria by which their annual performance will be evaluated. These performance criteria will evaluate teaching, scholarship, institutional service, and public engagement consistent with the mission of the College of Law.

In the area of teaching, a portfolio approach will be used to evaluate the faculty member’s contributions. This evaluation will consider all evidence presented to document quality instruction consistent with the expectations related to teaching set out in the College of Law guidelines for promotion and tenure reviews.

In the area of scholarship, annual evaluation shall be consistent with the definition and evaluative criteria set out in the College of Law guidelines for promotion and tenure reviews.

In the area of service and public engagement, contributions to the College of Law, the community, the City of Dallas, and to one’s profession will be considered. Taking on leadership roles in service and public engagement will receive the most weight in this area. The quality of participation and level of commitment required for a given activity will be considered in the evaluation.

Each full-time faculty member (tenured, tenure-track, and term) shall be evaluated annually

based on criteria established by the Dean. Each full-time faculty member shall be informed in writing of the results of her/his review.

All of the faculty member's assigned duties will be given weight in the evaluation. Each annual merit evaluation must be tailored to the specific workload assignment, and therefore merit evaluation procedures will take into account the varying workloads in existence at the time the merit review takes place. In arriving at an overall evaluation rating for a faculty member, the rating obtained in each major area of responsibility (teaching, scholarship, institutional service, and public engagement) will take into account the percentage of time spent in each area for the year. In addition to an overall performance rating, each faculty member will receive an overall cumulative performance evaluation of either "satisfactory" or "unsatisfactory."

For probationary faculty, the annual merit evaluation is relevant in but not determinative of decisions relating to tenure and promotion.

2. Faculty Complaints.

Faculty members may file a written complaint regarding an annual evaluation in accordance with the applicable appeals procedure in the Faculty Grievance Policy.

References and Cross-references. None.

Approved: 07/07/14

Effective: 07/07/14

Revised: