Policies of the University of North Texas	Chapter 06
06.007 Annual Review	**Faculty Affairs**

Policy Statement. UNT is committed to the consistent and equitable review of full-time faculty members. Annual reviews provide an assessment of the quality of a faculty member's contributions in teaching, scholarship, and service and are used to determine merit, review of tenured faculty, and other purposes as required by unit guidelines or university policy.

Application of Policy. All UNT full-time faculty members

Definitions.

1. Grievance. "Grievance" means an individual's formal expression of disagreement or dissatisfaction with employment-related concerns, such as working conditions, hours of work, compensation, environment, relationships with supervisors or other employees, or negative personnel decisions.

2. Merit. "Merit" means commendable actions deserving of recognition, reward, and/or commendation.

3. Non-Tenure Track Appointment. A non-tenure track appointment is an appointment of a fixed duration, in which the individual is part of the faculty of a unit. Such an appointment is not eligible for tenure and may be for a partial semester, a semester, an academic year, or for multiple years as fits the needs of the institution. Non-tenure track appointment titles are defined in UNT Policy 06.002, Academic Appointments and Titles.

4. Personnel Affairs Committee. "Personnel affairs committee" means a committee comprised of peers.

5. Tenured Appointment. A "tenured appointment" means an appointment awarded to a faculty member after successful completion of a probationary period during which criteria outlined in UNT Policy 06.004, Faculty Reappointment, Tenure, and Promotion, are met. Tenured faculty members can be dismissed by the UNT System Board of Regents only for adequate cause, financial exigency, or discontinuance of academic programs; and only through the established due process. Adequate cause is defined in Regents Rule 06.1206, Termination and Revocation of Tenure. Tenure is awarded for actions specifically outlined in UNT Policies 06.004 and 06.035, Academic Freedom and Academic Responsibility; and applicable Regents Rules.

6. Unit. "Unit" means an academic department/division under the administration of a UNT official with responsibilities for personnel actions.

Procedures and Responsibilities.

I. <u>General Guidelines</u>. Annual reviews provide a cumulative record and, over time: (a) provide a comprehensive evidentiary base for evaluative decisions related to merit; (b) facilitate continued professional development; (c) maximize faculty skills; (d) refocus professional efforts when appropriate; (e) assign equitable salary adjustments based on achievements and performance; (f) provide input to tenure and promotion decisions; and (g) ensure that faculty members are meeting their obligations to the university mission. Listed below are the general guidelines for conducting annual reviews:

   A. An elected review committee and chair will review all full-time faculty annually. The review committee will serve as a consulting body to the chair who has final authority for assigning merit as per UNT Policy 06.047, Shared Governance and the Role of Advisory Committees and the Academic Administration.

   B. An elected review committee and chair will assess faculty productivity within the context of a comprehensive 3-year window, with no single year having more weight than the other two; i.e., each year a faculty member presents a record representing the work of the previous three (3) calendar years.

   C. The results of the annual review will be used, as appropriate, for reappointment reviews, progress toward tenure and promotion, and review of tenured faculty as outlined in UNT Policy 06.008, Review of Tenured Faculty.

   <u>Responsible Party</u>: Faculty, review committee, chair

II. <u>Unit Procedures</u>. Full-time faculty of each unit will establish the performance criteria and procedures for annual reviews in compliance with this policy. The section below details the guidelines for criteria development, notification expectations, committee composition, review procedures, and required documentation.

   A. <u>Criteria Development</u>. Each department shall have approved guidelines for determining which activities fulfill its mission in teaching, scholarship, and service. The dean must, and the provost may, review and approve each unit's criteria.

   B. <u>Notification to Faculty</u>. The chair will provide unit criteria to faculty members at the time of appointment to ensure all faculty members are aware of the criteria by which their performance will be reviewed. The chair will make the criteria available online in the unit's internal system.

   C. <u>Committee Composition</u>. Each unit will elect a review committee comprised of peers (e.g., Personnel Affairs Committee). The review committee must consist of no fewer than three, and up to all, eligible faculty members. The composition of the review committee should be determined according to guidelines established by the unit. These guidelines must ensure a regular and reasonable rotation of committee membership. Chairs are responsible for conducting the election of the review committee annually. Only tenured faculty may develop and approve criteria and procedures for review of tenured faculty. For the review of tenure-track faculty, committees must be exclusively limited to tenure-track faculty. Non-tenure track faculty may develop and approve criteria for review of non-tenure track faculty.

D. Review Process. The annual review will be based on contributions that are documented and/or can be verified, rather than anecdotal information. Further, the annual review must provide an explicit statement of the quality of the faculty member's achievements, not simply an enumeration of the documented accomplishments of that faculty member.

The review committee must take into account the quality of professional contributions in proportion to the percentage of time assigned to teaching, scholarship, and service according to UNT Policy 06.027, Academic Workload.

Each college/school shall develop a schedule for accomplishing the annual review that is responsive to university requirements and that allows faculty participation in the annual review process.

E. Documentation and Feedback. The peer review committee and chair will provide the faculty member a written evaluation using the unit's documented procedures. The chair will communicate the results of the annual review to the faculty member in writing.

Responsible Party: Faculty, review committee, chair, dean, provost

III. Performance Criteria for the Annual Reviews. Excellence and effectiveness in teaching, scholarship, and service will be considered in the annual review of all UNT full-time faculty members. All activities should be considered in alignment with UNT Policy 06.027, Academic Workload and UNT Policy 06.035, Academic Freedom and Academic Responsibility.

A. Teaching. The educational function of a university requires excellent teaching and the support of student success. The scope of faculty teaching is broader than conventional classroom instruction. It comprises a variety of teaching modes, formats, and media, including undergraduate and graduate instruction for matriculating students, and may include special training and educational outreach. Major activities related to teaching are participation in academic advising, counseling, and/or mentoring.

Evidence to assess the quality of teaching may include: (a) syllabi that include learning goals and evaluation plans for assessment of the learning outcomes; (b) teaching materials; (c) teaching portfolios; statement of teaching philosophy; (d) contextual aspects of courses; (e) other components as deemed appropriate by the field; (f) student course evaluations; (g) teaching effectiveness based on students' learning outcomes; (h) faculty reviews, including observation and assessment of teaching by faculty peers; (i) service learning; (j) teaching and learning within community collaborations; and/or (k) other evidence as defined by the unit. Examples of excellence and effectiveness in teaching valued by the university include, but are not limited to, evidence that the faculty member:

1. Engages students with classic and current knowledge in the assigned teaching disciplines and/or subject areas by including important intellectual,

scientific, and/or artistic developments and the histories, controversies, and epistemological discussions within their fields, and ensuring that course content is current with the existing literature;

2. Develops learning goals and assesses learning outcomes and reviews students based on clear learning standards and measurable outcomes as well as providing feedback to students throughout a course especially during the initial weeks;

3. Applies effective pedagogical practices to provide rigor, facilitate and enhance students' learning, critical, analytical, and independent thinking; reviews and modifies teaching styles according to students' cultural and other individual differences;

4. Creates a learning environment that values and respects intellectual diversity and stimulates intellectual inquiry, and treats all students with respect and models respect for cultural differences;

5. Develops and/or applies technological innovations to facilitate and enhance student learning;

6. Exposes students to service learning experiences that integrate community service with academic study to enrich learning, teach civic responsibility, and strengthen communities;

7. Mentors and supervises students and provides opportunities for their scholarship engagement, publications, presentations, exhibits, and/or performances;

8. Expands students' abilities, knowledge, and interests through engagements such as workforce readiness skills and behaviors development, study abroad opportunities, and by relating concepts to students' personal experiences and community, and global challenges;

9. Creates and manages quality collections of library, media, and Internet resources that support university curricula and scholarship areas;

10. Enables students, through teaching, library services, and mentoring, to discover and access appropriate research materials and other information for their classes and research projects;

11. Helps students advance their professional careers by, for example, providing letters of reference (as deemed appropriate to the qualifications of the student), networking, internship opportunities, and placement in post-graduate positions; and

12. Receives awards and formal recognition related to instruction (e.g., internationally, nationally, regionally, and locally within the university, college/school, or department/program).

B. Scholarship. Academic scholarship requires sophisticated levels of research,

scholarly activities, engagement, and creative and performing arts. This scholarship contributes to discovery, knowledge, understanding, and application in diverse forms, including but not limited to, publications, digital/web-based works, presentations, projects, exhibits, performances, and instruction.

Evidence to assess the quality of scholarship may include: (a) impact on the discipline or field, refereed/reviewed publications or performances or other invited presentations/ performances/exhibits; (b) externally-funded scholarly work; (c) community-engaged scholarship, scholarly, and creative activities; and/or (d) other evidence as defined by the unit. Examples of excellence and effectiveness in scholarship valued by the university include, but are not limited to, evidence that the faculty member:

1. Impacts the discipline, field, or application, as measured by external objectives and metrics (e.g., comparisons within the disciplines across peer institutions and programs);

2. Publishes in refereed/reviewed publications within the discipline and sub-disciplines;

3. Contributes invited presentations, workshops, exhibits, and/or performances at national and/or international conferences and prestigious venues;

4. Publishes in refereed/reviewed publications that advance the scholarly relationship between/among disciplines;

5. Impacts communities through scholarship, and/or creative engagements with community partners with evidence that may include economic, civic, social, educational, health, and/or cultural improvement;

6. Publishes externally-reviewed documents on community-based projects completed in collaboration with community partners and/or students;

7. Demonstrates scholarship leadership by building teams or collaborating in such teams as appropriate for disciplinary and interdisciplinary scholarship, creative, and/or performing activities;

8. Secures funding for scholarly work and/or engagement as appropriate to and expected in the discipline;

9. Contributes to the scholarly training and productivity of students; and

10. Receives awards and/or formal recognition within the discipline (e.g., internationally, nationally, regionally, and locally within the university, college/school; or department/program).

C. Service. The service function and operation of the university require active participation by faculty members in a variety of external and internal activities. Faculty participation in academic and administrative units' committee work and other assigned responsibilities is essential to the university's operations. Faculty

members' leadership and engagement in the university community as well as external communities, (e.g., local, state, regional, national, international, disciplinary, and/or professional, constitute essential contributions) are expected to be included in individual faculty members' portfolios and recognized in local units' performance criteria.

Evidence to assess the quality of service may include: (a) demonstrated leadership and engagement in professional organizations, community-based initiatives, and university enterprises; (b) support and mentoring of colleagues; (c) engagement in student recruitment, retention, and success; (d) other efforts to advance the university and its community and collaborative partners; and/or (e) other evidence as defined by the unit. Examples of excellence and effectiveness in service valued by the university include, but are not limited to, evidence that the faculty member:

1. Exhibits leadership, demonstrates success, and/or engages actively in professional organizations for relevant disciplines/fields;

2. Exhibits leadership, demonstrates success, and/or engages actively in community-at-large initiatives, civic groups, non-profit organizations, and public agencies;

3. Exhibits leadership, demonstrates success, and/or engages actively in building university partnerships that deepen relationships and strengthen economic, educational, social, and cultural well-being of communities in the north Texas region and beyond;

4. Exhibits leadership, demonstrates success, and/or engages actively in unit, college/school, and university operations, governance, and initiatives;

5. Uses successful and innovative methods in individual and group mentoring initiatives and effectively mentors and supports junior colleagues;

6. Promotes the internal and external recognition of professional colleagues in support of institutional and disciplinary recognition, growth, and advancement;

7. Identifies, develops, and shares initiatives that yield successful outcomes in unit and institutional student recruitment, retention, and success;

8. Initiates and promotes projects to advance the unit, college/school, and/or university and improve their internal and external reputations,

9. Receives awards and/or formal recognition of service and engagement (e.g., international, nationally, regionally, and locally within the university, college/school, or unit); and

10. Assumes leadership in recruitment, retention, and mentoring of faculty and students in an effort to promote inclusiveness and domestic and international diversity.

Responsible Party: Faculty, review committee, chair, dean, provost

IV.   Due Process. A faculty member may resolve grievances related to annual review in accordance with departmental and college/school guidelines and university policy.

Responsible Party: Faculty, review committee, chair, dean, provost

References and Cross-References.

UNT Policy, 06.004, Faculty Reappointment, Tenure and Promotion
UNT Policy 06.008, Review of Tenured Faculty
UNT System Regents Rule 06.1206, Termination and Revocation of Tenure
UNT Policy 06.027, Academic Workload
UNT Policy 06.035, Academic Freedom and Academic Responsibility
UNT Policy 06.047, Shared Governance and the Role of Advisory Committees and the Academic Administration

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