

Annual Performance Evaluation Process for Engineering Faculty

Date: July 1, 2024

Policy ID: ENG-FAC-004

Status: Final

Contact Office:

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Oversight Executive:

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Applies to:

Faculty in the School of Engineering and Applied Science (SEAS) at the Lecturer or professorial ranks. Wage faculty are not included in this policy.

Reason for Policy

The teaching, research, and service activities and accomplishments of each faculty member, as appropriate for their track and rank, are assessed annually by the department and the dean.

This policy establishes the timeline for the annual report process and the expectations within the review process at each level.

Policy Statement:

Timeline:

January – the Associate Dean for Faculty Affairs will send an email to all Engineering faculty outlining the requirements of the annual report process for that year, as well as the expected date of submission, usually in mid-February.

March – May – Peer Review Committees (PRC) complete their review and submit comments and assessment scores to department chairs. Department chairs complete their review and final assessment scores, and meet individually with faculty to review.

May 1 – Completed annual reports are due to the Dean’s Office.

Any faculty member who does not have a completed annual report on file is not eligible for an annual merit increase, if one is available.

Each department or unit will form one Peer Review Committee consisting of at least two faculty members. One member will serve as coordinator.

For faculty with joint appointments, their annual reports will be made available to both departments.

Assessment:

Each peer review assessment will include brief written commentary on (a) teaching, (b) research, and (c) service, adjusted as appropriate to the allocation of the particular faculty member's responsibilities. The written commentary will note particular strengths and weaknesses; as appropriate, it may also make recommendations intended to strengthen a faculty member's performance or offer career development advice. Besides statements that reflect a consensus of the PRC, assessments may also include dissenting statements. Nothing in the assessment will be attributed to any individual member or members of the PRC. PRC assessments will include recommended benchmark numbers for the faculty member's teaching, research, and service, based on the SEAS benchmarks appropriate to the faculty member's rank, tenure eligibility, and responsibilities.

The department chair will include the assessment, plus any comment submitted by the faculty member reviewed, in the faculty member's file, and use it to inform the assigning of benchmark numbers, annual performance reviews, and merit raise decisions. When appropriate, the department chair should also use the assessment to support recommendations intended to strengthen a faculty member's performance or to support advice on career development. As components of a faculty member's annual performance review, assessments will be included in dossiers forwarded to promotion and tenure committees.

Background:

This policy was previously titled UVA Engineering Annual Performance Evaluation process for Engineering Faculty Members, UVA Engineering Policy and Procedure #2013.4

Date originated: May 8, 2013

Revision history: January 20, 2015