

Annual Performance Evaluation Process for Engineering Faculty

Date: January 1, 2026

Policy ID: ENG-FAC-004

Status: Final

Contact Office:

Associate Dean for Faculty Affairs engrdean@virginia.edu

Oversight Executive:

Associate Dean for Faculty Affairs

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 student education and development, research/scholarship, and service activities and accomplishments of each faculty member, as appropriate for their track and rank, are assessed annually by the department chair/center director and the department's/center's Peer Review Committee.

The purpose of the annual performance process is to provide constructive criticism and to recognize faculty successes, and to provide a basis for the annual merit-based salary increases.

This policy establishes the timeline for the annual performance evaluation 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 (PRCs) complete their review and submit comments and assessment scores to department chairs/center directors. Chairs/Directors complete their review and final assessment scores, and meet individually with faculty to discuss the review.

May – 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:

Faculty annual reviews conducted by Peer Review Committees and Chairs/Directors will be conducted using the FAR Criteria corresponding to the faculty member's appointment (i.e. tenure-line, academic general faculty – teaching, etc.)

As components of a faculty member's annual performance review, assessments will be included in dossiers forwarded to promotion and tenure committees.

At all levels, reviewers are expected to adhere to the [UVA Notice of Non-discrimination and Equal Opportunity](#).

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, January 1, 2026