



College of Arts and Sciences

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Date: December 23, 2020
To: Department Heads, College of Arts and Sciences
From: Enrico Pontelli, Ph.D., Dean
Subject: Faculty Annual Performance Reports

Attached is the process that you and your faculty members will follow for Annual Performance Reports (APR). The reports are due to the Dean's Office on or before **February 1, 2021.** **Remember you are reviewing for the period Fall 2019, Spring 2020 and Fall 2020 period.** The memo from Provost dated October 21, 2019 is also attached. All necessary forms can be found on the A&S website - <https://artsci.nmsu.edu/as-policies-and-procedures/>.

Please review the attached Annual Performance Report Checklist. Please remember that

1. Faculty Annual Reports should be prepared entirely within Digital Measures (DM); please make sure that all additional documents (e.g., student teaching evaluations) are properly uploaded in DM;
2. DH Evaluations of Faculty Members and Administrative Activities Report should be submitted in electronic form through the shared Dropbox folder.

The annual performance evaluation of faculty members is an essential component and it is required for all faculty members, including College-track and Research-track faculty. Failure to prepare an Annual Performance Report within Digital Measures should be considered as 'Failed to Meet' expectations, due to the lack of evidence to formulate an evaluation.

Arts and Sciences Policy requires all faculty members to submit evidence of teaching effectiveness from student evaluations for each course taught by uploading in Digital Measures either a complete copy of student evaluations for each class or a summary composed of a representative sample of the student comments. **We ask that each department decides what approach to adopt for reporting student evaluations and uses it consistently across the department.** Untenured tenure-track and college-track faculty members are required to submit at least two additional forms of evidence of teaching effectiveness; tenured faculty members are required to submit at least one additional form of evidence. Acceptable forms of evidence include faculty self-reflection, assessment of student learning, and reports from peer evaluations. The provided materials should represent a form of assessment of teaching effectiveness, therefore, the use of course syllabi, sample course materials, and samples of student work is discouraged.

The reporting period will be from the start of Fall 2019 to the end of 2020 (i.e., August 19th, 2019 thru December 31st, 2020). Faculty members should upload a copy of their approved Allocation of Effort statement for the reporting period in the workload section of Digital Measures, which should include the signatures of the faculty member and Department Head.

Please note that faculty members under Notice of Termination, who will not be here next year, are not required to turn in their annual reports, but may if they wish. The same is true for visiting faculty hired for one year only or faculty who have resigned as of May 19, 2020. Faculty on sabbatical are required to complete the APR process and should be provided the appropriate instructions.

- The Department Head Appraisal Form of each faculty member should be submitted electronically (Dropbox folder) by **February 1, 2021**. Your evaluation of individual faculty should comment on the quality of the work of the faculty member in each of the categories of teaching, scholarship, service, and outreach. Please be concise and to the point; remember that this form is not meant to be a summary of the faculty activities but an assessment of them.
- Department Heads must submit their own APR through Digital Measures. Their Administrative Activities Report should be submitted in the departmental A&S Dropbox.
- Since we have not received any specific instructions from the Provost office, at this time we are asking you to use the same 5-level ratings as used for all other staff members at NMSU –Not Meet Expectations or Needs Improvement (NME), Meets Expectations (ME), Exceeds Expectations (EE), Exemplary (EX). Please use these ratings in a consistent manner across faculty members. While we leave it up to the Department Head to use the ratings, we strongly encourage to use FME in dire situations (e.g., fail to submit annual reports) and EX in extraordinary circumstances (e.g., someone granted a national award). We expect the majority of the faculty to be distributed across the NI, ME and EE ratings; please do use NI to indicate the need of addressing selected areas of improvement and use EE to recognize individuals who went beyond the standard expectations.
- We have combined in a single form the reporting of DH administrative activities and progress towards strategic goals.
- We have integrated in the annual appraisal form the **assessment of progress towards tenure and promotion** – this will take the place of the Spring review from the DH. Please work with your faculty to ensure that they provide you not only with their annual report but with the additional material that is commonly used for P&T progress review. At this time, we are not going to change the timeline for the progress review performed by the P&T committee, but I would recommend to share the materials provided by the candidate for the progress review directly to the P&T committee, to avoid further burden on the candidate.