

## Faculty Annual Review

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Faculty are life-long learners, and a process of annual review directed by the dean provides one vehicle for taking stock of their achievements and plans for the pursuit of excellence in their goals and activities as teachers and researchers. Annual merit review is but one aspect of this process. The overall aim of the School's administration is to establish a fertile environment for professional growth in the context of the missions of our University. Ideally, the review process looks retrospectively on faculty activities during the past year and assesses their achievements as well as unexpected challenges, and looks forward to constructively offer commentary on the activities which faculty propose for advancing the progress and quality of their research, teaching, and service to the University and profession.

In January of each year, faculty submit a review of their past year's activities, in terms of their contributions to research, teaching, and service, and their plans for the forthcoming year in these same categories of activity. For faculty who are up for third-year review, tenure and/or promotion, the Dean then solicits feedback from the academic program coordinators concerning faculty development and contributions to the program. In light of evaluations of the information in the faculty self-review and the program coordinators' reports, the Dean then recommends a merit increase to the Provost for each faculty member's academic year base salary.

Following the conveyance of the merit increase recommendations to the Provost, the Dean meets with individual faculty members during the Spring to review their achievements and their plans. During the meeting, a detailed plan for faculty responsibilities for work assignments in the following academic year is discussed. This discussion covers unit load assignments for four components of activity: teaching load, research, graduate student advising, and service. This process seeks to identify "best fits" given available load units for faculty contributions in order to capitalize on their talents in the context of recommendations from program coordinators and other faculty members' contributions. The "load policy" below provides details of how work load assignment is conceived.

The concluding aspect of the faculty development process is the notification by the Provost of the agreed-upon merit increases to faculty salaries. In the summer, the Dean communicates to each faculty member in a letter their approved salary for the following academic year.