

Navigating Faculty Evaluation: Annual Appraisal

Robin Andreasen

Professor & Chair, Linguistics and Cognitive Science, Co-Director UD ADVANCE Institute

Heather Doty

Associate Professor, Mechanical Engineering, Co-Director UD ADVANCE Institute

Shawna Vican

Assistant Professor, Sociology and Criminal Justice, Research Director UD ADVANCE Institute

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What is the UD ADVANCE Institute?

- Founded by an NSF ADVANCE Institutional Transformation award (2014-2022).
- Currently funded by the provost's office.
- Research-based initiatives surrounding faculty development and success.
- Programs and initiatives are for all faculty.
- Research findings are disseminated internally and in national outlets in order to effect change at UD and elsewhere.

UD Faculty Evaluation Processes

Annual Appraisal & Planning	Peer Review	Promotion & Tenure (TT) Promotion (CT)
Conducted by chair early each spring semester. Connected to CBA and merit pay.	Performed by senior colleagues in department. Connected to contract renewal (pre-tenure and CT).	Multi-stage review (dept through provost). Promotion connected to rank change.

Ideally, these evaluation processes should be connected. At minimum they need to be consistent. All three are potential mentoring opportunities. Today we will be focusing on annual appraisal, and strategies for making the most of the opportunity.

UD Faculty Evaluation Processes

Simplified timeline of early-career faculty evaluation processes



Faculty Evaluation

You are evaluated by standards set by your department:



Merit Metric Document*



Workload Policy*



P&T Policy



All are available on the [Provost's website](#).

*Under revision per CBA

Annual Appraisals

All faculty members are evaluated annually by their chairs to:



Assess performance based on workload



Award merit pay



Plan workload for next academic year

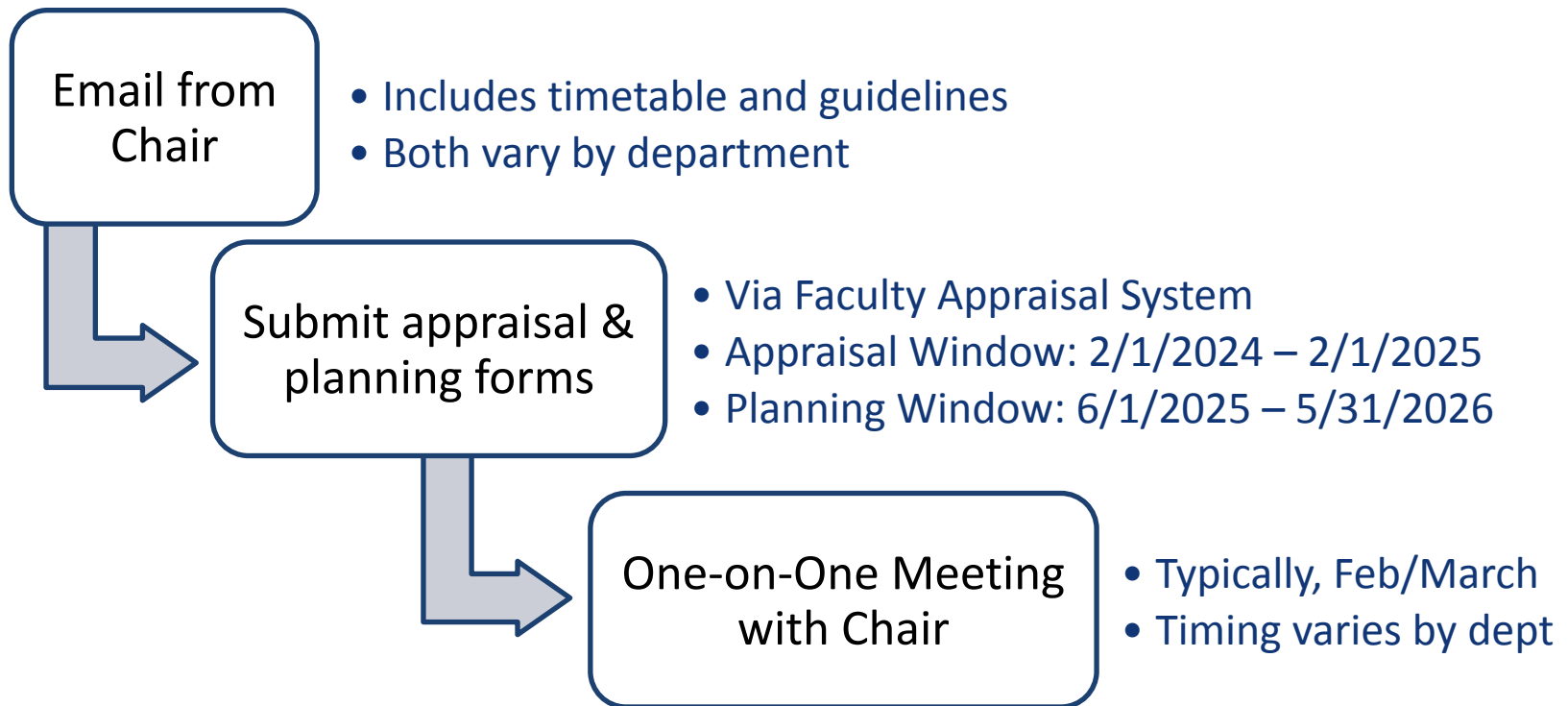


See [CBA Article 12.6](#) and [FHB 4.3.5](#)

Annual Appraisals: Also provide an opportunity for...



Annual Appraisals: Timing and Process



Annual Appraisals: Preparing Your Forms

Use your departmental documents

- Merit Policy
- Workload Policy
- P&T Policy

How are P&T policies relevant to annual appraisals?

- Appraisal forms are a good way of keeping track of P&T-relevant activities.
- Appraisals provide an opportunity to learn departmental norms about what is important for promotion and how you should spend your time.

Annual Appraisals: Preparing Your Forms

- A. Familiarize yourself with departmental norms (activities to include; format)
 - Meet with your mentor
 - Ask a colleague for a sample from a previous year
- B. Think broadly
 - This is an opportunity for the chair to learn about your work & its impact.
 - See Handout titled '*Appraisal Forms. Sample Activities*' for examples of the types of activities that you might list.
- C. Describe your work
 - Don't just list activities
 - Concisely provide enough detail to help the chair to understand your time commitments and the impact of your work.

Meeting with the Chair

The meeting with the chair is a mutually beneficial opportunity:

- The chair can learn about your work and its impact
- You can learn about the culture of the department and the university.

Prepare for the meeting:

- Create a list of questions about departmental norms or your progress towards promotion.
- Consider whether to negotiate for resources or a workload adjustment.
- Meet with a mentor for feedback on your form, to ask questions about what counts as a reasonable request for resources, or to seek strategies for negotiation.

Looking Ahead: Peer Review and P&T

- Read your departmental, college, and university documents (posted on [provost's website](#)).
- Keep good records. It is easy to lose track of talks you've given, senior theses you've supervised, etc. The more organized you are now, the easier it will be to assemble your dossier (for appraisal and peer review as well!)
- Get to know your colleagues. P&T looks somewhat different in each department. It is important that you understand the culture and norms in yours. The best way to do this is to talk to senior colleagues and ask questions. Bonus--those above your rank will be voting on your case. It is helpful for them to know you and your work before seeing your dossier.

Thank You!

Contact Us:

ud-advance@udel.edu

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