

UNIVERSITY OF NEBRASKA AT OMAHA

MEMORANDUM

TO: All Faculty

FROM: Sheri Noren Everts, Interim Senior Vice Chancellor for Academic and Student Affairs

SUBJECT: Annual Review of Faculty Performance (2007-2008)

DATE: December 14, 2007

It is time to begin our review of performance for the past year. This year all annual reviews will be submitted through myMAPP™/faculty. While the electronic submission method is relatively new, the annual review procedures and guidelines remain essentially the same. Importantly, the operating principles for electronic submission are consistent with the paper submission method and the security and privacy guidelines established by the University of Nebraska and the Board of Regents (See Appendix I – For myMAPP/faculty Operating Principles).

In 1983 UNO instituted a modified annual review of faculty performance. The guidelines for this review were developed by the Office of Academic Affairs after a series of discussions with the Faculty Senate Executive Committee. Subsequent to the initial plan, several faculty members suggested some revisions and the final outline of these procedures was distributed to all faculty on April 21, 1983.

Although detailed instructions are included in the materials attached to this memorandum, a summary of the procedures and specific deadlines may be helpful. These are as follows:

- (1) The procedure applies to all faculty members, regardless of FTE or rank, who have been appointed for the 2007-2008 academic year. Part-time faculty who are appointed on a semester-to-semester basis are excluded. However, full-time faculty appointed for the second semester and continuing for 2008-2009 are included. Full-time faculty who are on faculty development fellowship or unpaid leave of absence still need to submit the annual review. It is necessary for the AAUP salary increase process and is required by the AAUP contract.
- (2) All faculty to whom this procedure applies are to complete or create the Annual Review of Faculty Performance and Annual Review of Faculty Objectives using myMAPP/faculty.
- (3) These completed views (there are two views within myMAPP/faculty to be completed –Annual Review and Objectives and Goals) must be available to your department chairperson/school director no later than **February 22, 2008.**
- (4) Each department chairperson/school director is responsible for completing an Annual Assessment of Faculty Performance and an Annual Assessment of Faculty Objectives for each faculty member in the department/school. This communication happens in myMAPP/faculty when a faculty member shares a view and the chair responds with feedback. These assessments should be completed no later than **March 21, 2008.** Faculty members acknowledge the

electronic assessment before it is sent to the dean's office. (The dean completes the performance assessment for department chairpersons/school directors.)

- (5) The completed Annual Review of Faculty Performance and Annual Assessment of Faculty Performance for each faculty member are due in the dean's office no later than **March 21, 2008**.
- (6) Each department chairperson/school director is responsible for documenting the consultation procedures utilized in preparing annual assessments. For myMAPP/faculty assessment, these procedures must be submitted in writing no later than **March 21, 2008**.
- (7) The completed review and assessment of faculty objectives are retained by the department chairperson/school director as an aid to next year's assessment of performance. Similarly, the annual review and assessment of objectives completed last year (and retained by the department chairperson/school director) may be useful in completing this year's assessment of performance.

More detailed instructions for myMAPP/faculty review and assessment materials follow this memo.

April 1, 2008 is the deadline for notification of recommendations based upon satisfactory performance described in section 4.1.7 of the Collective Bargaining Agreement.

Attachments