

MEMORANDUM

DATE: January 16, 2024
TO: UNO Faculty
FROM: Phil He, Ph.D., Senior Vice Chancellor for Academic Affairs
RE: Annual Review of Faculty Performance for 2023



It's time to begin the review of faculty performance of the past year (2023). 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 revisions and the final outline of these procedures was distributed to all faculty on April 21, 1983.

Detailed instructions and forms are included in the materials attached to this memorandum. Please note the following summary of the procedures and specific deadlines:

- (1) The Annual Review procedure applies to all full-time faculty members who have been appointed for the 2023-24 academic year. This includes full-time faculty appointed for the spring 2024 semester and continuing in the 2024-25 academic year. Part-time faculty appointed on a semester-to-semester basis (adjunct) are excluded from the Annual Review process and are reviewed in accordance with college and/or unit guidelines.
- (2) All faculty to whom this procedure applies are to complete/create the Annual Report of Faculty Performance and Annual Report of Faculty Objectives (i.e., Attachments I and II). All faculty are **required** to use Watermark Faculty Success (WFS) to generate their annual review documentation. The Annual Review forms have been uploaded into WFS, and faculty can run a custom report that can be edited, if needed.
- (3) Completed forms must be submitted digitally to the department chairperson/school director (C/D) through WFS no later than February 16, 2024.

- (4) Each C/D is responsible for completing an Annual Assessment of Faculty Performance and an Annual Assessment of Faculty Objectives for each faculty member in the unit (i.e., Attachments III and IV). These assessments should be completed, reviewed and acknowledged by the faculty member, and submitted to the Dean no later than March 15, 2024. Faculty who do not concur with the assessment in Attachment III have 10 days to submit a written response to the dean either within WFS or by an alternate means (e.g., email). (The dean completes these assessments for C/Ds.)
- (5) Each C/D is responsible for documenting the consultation procedures utilized in preparing annual assessments. Attachment V should be used for this purpose and must be submitted to the dean via Watermark no later than March 15, 2024. (The dean is responsible for this process for C/Ds). Consistent with existing campus policies and practices regarding reappointment, promotion and tenure policies, Academic Affairs encourages units to utilize varied measures of teaching effectiveness in the annual review process.
- (6) The completed report and assessment of faculty objectives are retained by C/Ds as an aid to next year's assessment of performance. Similarly, the annual report and assessment of objectives completed last year may be useful in completing this year's assessment of performance. (The dean will retain the completed report and assessment of C/Ds.)
- (7) Per Executive Memorandum 44, all University of Nebraska employees are required to complete sexual misconduct training on an annual basis. The training is available in Bridge, which can be accessed via Canvas, and all faculty are expected to successfully complete the training annually starting in 2023. Failure to complete the training during the review period will be documented in the assessment.

Please note: Department/School recommendations for salary increases based upon satisfactory performance shall be forwarded to the respective Deans and communicated to UNO AAUP members not later than April 1, 2024. The department recommendation will be communicated such that ineligibility for the salary increase is clearly understood.

Attachments

UNIVERSITY OF NEBRASKA AT OMAHA

ANNUAL REVIEW OF FACULTY PERFORMANCE AND OBJECTIVES

A. Faculty Annual Review Forms

1. Each faculty member shall complete faculty annual review forms (i.e., Attachments I and II). These forms provide spaces for (1) a summary of activities and accomplishments in teaching, research and creative activity, and service during the current academic year, **including activities from January 1, 2023 through December 31, 2023**; and, (2) a list of objectives to be accomplished during the following year (i.e., 2024).
2. The amount of documentation included with the annual review is a perennial question and depends, in part, on departmental/school policies and expectations. Generally speaking, it is sufficient to describe concisely an activity or accomplishment, indicate its significance, associated dates, and in the case of publications, provide a proper bibliographic reference.
3. Examples of objectives that might be listed on the annual review form are completion of a manuscript, preparation of a new course syllabus, teaching an honors colloquium, establishment of a new line of research, writing a grant proposal, implementation of a new public service or community engagement project, etc. Whenever possible, please indicate how objectives listed for the following year relate to long-term individual or departmental/school objectives.

B. Faculty Assessment Forms

1. The faculty annual assessment forms provide for a retrospective evaluation of activities and accomplishments during the previous year and a prospective view of plans for the following year. The prospective view may include such factors as the quality of planned activities, the extent to which plans are in accord with departmental/school priorities and objectives, etc. The prospective view also might indicate areas of needed improvement.
2. C/Ds are responsible for preparing faculty annual assessment forms (Attachments III and IV) for each member in the unit. The focus of this assessment shall be the identification of strengths and areas of concern regarding previous performance and proposed plans. The dean of the college is responsible for preparing the faculty annual assessment forms for all C/Ds.
3. Department/school faculties shall have the opportunity to advise the C/D regarding the assessments. This advice shall be provided in accordance with procedures selected by the unit (e.g., solicitation of evaluative comments from all faculty members or from members of a departmental/school personnel committee, individual self-assessments, etc.) or the unit may elect to authorize the chairperson/director to prepare the assessments without faculty advice. A description of the process utilized for providing faculty advice to the C/D regarding annual assessments shall be provided by the C/D on the appropriate form (Attachment V).

4. C/Ds shall communicate the results of the departmental/school assessment to the individual. The individual shall sign the assessment form digitally within WFS to indicate that they have reviewed the assessment. If the faculty member disagrees with the assessment, they may provide a written response. This written response should be submitted to the **dean within 10 days** following the deadline for the receipt of assessments. A copy of the unit assessment shall be provided to the faculty member.
5. The annual report and assessment of performance (Attachments I and III) shall be forwarded to the dean, who may concur with the C/D's evaluation or provide additional comments. If the dean has made additional comments, they shall be forwarded through the C/D to the faculty member for acknowledgment and possible response.
6. The annual report and assessment of objectives (Attachments II and IV) shall be forwarded to the dean, who is responsible for the final review and approval of the faculty workload assignment.
7. Copies of all annual report and assessment forms shall be maintained in the department's/school's personnel files. The dean's office shall maintain a copy of annual review forms and assessments along with any responses or comments that may have been appended.

UNIVERSITY OF NEBRASKA AT OMAHA

Academic Affairs

ANNUAL REPORT OF FACULTY PERFORMANCE

Name _____ Department/School _____

Summary of Activities and Accomplishments in Teaching, Research, and Service for 2023, including activities from January 1, 2023 through December 31, 2023:

/s/ Faculty Member

Date

UNIVERSITY OF NEBRASKA AT OMAHA

Academic Affairs

ANNUAL REPORT OF FACULTY OBJECTIVES

Name _____ Department/School _____

Summary of Principal Objectives for the Next Year (January 1, 2024 through December 31, 2024):

/s/ Faculty Member

Date

UNIVERSITY OF NEBRASKA AT OMAHA

Academic Affairs

ANNUAL ASSESSMENT OF FACULTY PERFORMANCE

Name _____ Department/School _____

Assessment of Performance for 2023, including activities from January 1, 2023 through December 31, 2023:

Concur Comments Attached

/s/ Chairperson/Director Date /s/ Dean Date

Pursuant to Section 4.6 of the Regents Bylaws, and Section 3.4 of the Collective Bargaining Agreement between the Board of Regents and UNO's AAUP Chapter, I have had the opportunity to examine the material submitted with this assessment and understand that I have the opportunity to submit documents and/or written comments, which I feel should be considered. (These additional documents and/or written comments should be submitted to the dean no later than ten (10) days after the deadline for the receipt of this assessment.)

/s/ Faculty Member Date

UNIVERSITY OF NEBRASKA AT OMAHA

Academic Affairs

ANNUAL ASSESSMENT OF FACULTY OBJECTIVES

Name _____ Department/School _____

Assessment of Objectives for the Next Year (January 1, 2024 through December 31, 2024):

/s/ Chairperson/Director

Date

Pursuant to Section 4.6 of the Regents Bylaws, and Section 3.4 of the Collective Bargaining Agreement between the Board of Regents and UNO's AAUP chapter, I have had the opportunity to examine the material submitted with this assessment and have had the opportunity to submit documents and/or written comments, which I feel should be considered.

/s/ Faculty Member

Date

UNIVERSITY OF NEBRASKA AT OMAHA

Academic Affairs

**SUMMARY OF DEPARTMENT/SCHOOL PROCEDURES FOR CONDUCTING
2023 FACULTY ANNUAL ASSESSMENTS**

Department/School _____

Description of consultation procedures utilized in preparing annual assessments for 2023:

/s/ Chairperson/Director

Date

