



Annual Faculty and Staff Evaluation

Policy Number: F_6

FULL POLICY CONTENTS

Scope	Effective: <i>Fall 1993</i>
Policy Statement Reason for Policy	Last Updated: 12/8/2022
Procedures	Responsible University Office: <i>Division of Health Sciences at IUPUC</i>
ADDITIONAL DETAILS Related Information History	Responsible University Administrator <i>Division Head</i>
	Policy Contact: <i>Senior Administrative Assistant, 812-348-7250</i>

Scope

Division of Health Sciences at Indiana University Purdue University Columbus faculty.

Policy Statement

Division of Health Sciences at IUPUC full-time faculty receive an annual review through the Academic Awards Committee utilizing a structured procedure of evaluation. The evaluation process follows the evaluation process established within IUPUC. The annual review includes the Digital Measures-Activity Insight Report, Self-Evaluation with Goals form, Summer Tenure-Track and Doctoral Support requests with timeline worksheets, Conflict of Interest form, course evaluations from the calendar year, and Curriculum Vitae. Adjunct faculty receive an annual review by the Adjunct Coordinator following the included evaluation rubric.

Reason for Policy

The Division of Health Sciences at IUPUC Faculty Annual Evaluation provides affirmation that all faculty members have met the minimal satisfactory level of performance within

three areas of scholarship: teaching, research, and service. Minimum criteria to be met are outlined in the procedure for evaluation.

Procedures

Annual Review (Activity Insight Reports) Routing Process

FULL-TIME FACULTY – Annual reviews (Digital Measures-Activity Insight Report), Summer TT/Doctoral Support requests with timeline worksheets, Conflict of Interest, Self and Course Evaluations, and CV of each faculty due to the Senior Administrative Assistant by December 10 of each year.

The **Senior Administrative Assistant** sends copies of TT/document support requests, self-evaluations, annual/third year reviews and CVs to IUPUC HR Department by March 1 of each year. The **Senior Administrative Assistant** provides Activity Insight Reports, *Preliminary Screening Rubric* for each faculty to faculty appointed by the Division Head by January 10 of each year.

The appointed faculty develops a schedule for the review of Activity Insight Reports and distributes the schedule to members by January 10 of each year.

The appointed committee reviews the Activity Insight Reports using the approved *Preliminary Screening Rubric* and schedule. The Committee meets to discuss the findings. The appointed committee scores/completes the *Committee Recommendation Rubric* for each faculty by January 20 of each year.

The appointed committee returns the Activity Insight Reports to the Senior Administrative Assistant by January 30 of each year.

The **Senior Administrative Assistant** submits each faculty's

- Activity Insight Evaluation (Rubric)
- Tenure Track Review as applicable
- Self-Evaluation
- Summer Tenure Track/Doctoral Support Request and worksheets
- Conflict of Commitment
- CV

— to the Health Sciences Division Head by the day before each faculty's evaluation with the Division Head

The **Division Head** approves/agrees or modifies with the Activity Insight/Rubric Scoring

Each **full-time Faculty** meets with the Division Head by the 10th of February each year. The Division Head and Faculty sign the Committee Recommendation Rubric.

Full-time Faculty submit their Activity Insight Report after final input from committee and Division Head by the 15th of February each year.

The **Division Head** meets with the Associate Dean for Academic Affairs by February 20 of each year or as scheduled to go over faculty self-evaluations and committee evaluations and Activity Insight Reports.

STAFF- Staff follow the procedures for annual evaluation outlined by IUPUC Human Resources.

History

Reviewed by Policy and Procedure Committee 11/30/2022

Approved Faculty and Staff Council 12/8/2022

Updated 11/2022

Name: _____ Track _____ Scholarship _____ Years at IUPUC _____

Role	Teaching		Research		Service	
Level	Clinical track	Tenure track	Clinical track (no research requirement)	Tenure track Only	Clinical track	Tenure track
Excellent	<u>3 of the following with 1 of the top 3:</u> <ul style="list-style-type: none"> Continuing Education in SoTL Teaching Award Accepted Presentation at a Regional, National, or International Conference on SoTL Demonstrated impact on accomplishments of mentored students Submitted grant for teaching project or grant reviewer for SoTL Completed continued education on incorporati 	<u>3 of the following with at least 1 of the top 3:</u> <ul style="list-style-type: none"> *Publication in area of teaching *Manuscript submitted in area of teaching *Active grant or submitted grant proposal in area of teaching Continuing Education SoTL Teaching Award Accepted Presentation at a Regional, National, or International Conference SoTL Evidence of Student Learning (IE ATI) 		<u>3 of the following with at least 1 of the top 3:</u> <ul style="list-style-type: none"> *Publication in area of research interest *Manuscript submitted in area of research interest *Active grant or submitted grant proposal in area of research interest Accepted Presentation at a Regional, National, or International Conference Reviewer for conferences and journals Mentoring undergraduate/g raduate research project Invited grant reviewer Area of research includes Diversity, Equity, 	3 of the following: <ul style="list-style-type: none"> Leadership roles on committees and councils at campus level Service to state and national government offices or agencies Active service relationships with business and industry Awards and honors for service Service to professional societies Service to an academic discipline Service to a Diversity, Equity, Inclusion (DEI)-focused initiative (at the national, state, civic, 	3 of the following: <ul style="list-style-type: none"> Leadership role on University Service Committee Leadership role on Public Service Committee Responsibility for a major service activity such as leadership/ad ministrative, etc. Record of Peer Reviewed articles in Service Publications Service Grants Record of peer-reviewed service presentations Service to a Diversity, Equity, Inclusion

	<p>ng Diversity, Equity, Inclusion (DEI) in the classroom.</p> <ul style="list-style-type: none"> Incorporated DEI initiatives in the classroom. 	<ul style="list-style-type: none"> Completed continued education on incorporating Diversity, Equity, Inclusion (DEI) in the classroom. Incorporated DEI initiatives in the classroom. 		Inclusion (DEI) component	university, or campus level)	<p>(DEI)-focused initiative (at the national, state, civic, university, or campus level)</p> <p>*Must meet tenure scholarship requirements</p>
Satisfactor y	<p>2 of the following:</p> <ul style="list-style-type: none"> Continuing Education SoTL Teaching Award Accepted Presentation at a Regional, National, or International Conference SoTL Demonstrated impact of mentored students Submitted grant for teaching project or grant reviewer for SoTL 	<p>2 of the following:</p> <ul style="list-style-type: none"> Continuing Education in SoTL Teaching Award Accepted Presentation at a Regional, National, or International Conference on SoTL Demonstrated impact of mentored students Completed continued education on incorporating Diversity, Equity, Inclusion (DEI) in the classroom. 		<p>2 of the following:</p> <ul style="list-style-type: none"> 1 publication in area of research interest 1 manuscript submitted in area of research interest Active grant or submitted grant proposal in area of research interest Accepted Presentation at a Regional, National, or International Conference Mentoring undergraduate/graduate research project Invited grant reviewer Area of research includes 	<p>2 of the following:</p> <ul style="list-style-type: none"> Leadership roles on committees and councils at campus level Service to state and national government offices or agencies Active service relationships with business and industry Awards and honors for service Service to professional societies Service to an academic discipline Service to a Diversity, Equity, 	<p>2 of the following:</p> <ul style="list-style-type: none"> Leadership roles on committees and councils at campus level Service to state and national government offices or agencies Active service relationships with business and industry Awards and honors for service Service to professional societies Service to an academic discipline

	<ul style="list-style-type: none"> Completed continued education on incorporating Diversity, Equity, Inclusion (DEI) in the classroom. Incorporated DEI initiatives in the classroom. 	<ul style="list-style-type: none"> Incorporated DEI initiatives in the classroom. 		Diversity, Equity, Inclusion (DEI) component	Inclusion (DEI) -focused initiative (at the national, state, civic, university, or campus level)	<ul style="list-style-type: none"> Service to a Diversity, Equity, Inclusion (DEI) - focused initiative (at the national, state, civic, university, or campus level)
Not Met	Not meeting satisfactory criteria	Not meeting satisfactory criteria		Not meeting satisfactory criteria	Not meeting satisfactory criteria	Not meeting satisfactory criteria

Reviewer #1: Recommendation **Teaching** _____ **Research** _____
Service _____

Comments _____

Name/Title _____ **Signature** _____ **Date** _____

Reviewer #2: Recommendation **Teaching** _____ **Research** _____
Service _____

Comments _____

Name/Title _____ **Signature** _____ **Date** _____

Committee Decision: Teaching _____ **Research** _____ **Service** _____

Comments _____

Chair
Name _____ **Signature** _____ **Date** _____

Updated 11/2022

Rubric for Adjunct Faculty Annual Evaluation

Name: _____ Years at IUPUC _____

Role	Teaching	Research	Service
<i>Level</i>	<i>Clinical or Didactic</i>	<i>Clinical or Didactic</i>	<i>Clinical or Didactic</i>
Excellent	2 of the following: <ul style="list-style-type: none"> • Continuing education • Obtaining/maintaining certification in specialty area • Teaching or clinical award • Presentation at a local, regional, national, or international conference • Attendance of annual faculty education 	N/A	1 of the following: <ul style="list-style-type: none"> • Service to state and national government offices or agencies • Active service relationships with business and industry • Awards and honors for service • Service to professional societies • Service to an academic discipline • Active clinical practice
Satisfactory	1 of the following: <ul style="list-style-type: none"> • Continuing education • Teaching or clinical award • Presentation at a local, regional, national, or international conference • Attendance of annual faculty education 	N/A	N/A
Unsatisfactory	Not meeting satisfactory criteria	N/A	N/A

Reviewer Recommendation _____

Comments _____

Printed Name/Title _____ Signature _____ Date _____

Division Head Recommendation _____
Comments _____

Printed Name _____ Signature _____ Date _____

Faculty Signature _____ Date _____