



THE UNIVERSITY OF
MISSISSIPPI

Interoffice Memorandum

PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS

University, MS 38677

Phone: (662) 915-5974 Fax: (662) 915-5280

TO: Academic Department Chairs

FROM: Morris H. Stocks *MHS*

DATE: January 5, 2015

SUBJECT: Annual Review of Faculty

I ask department chairs to prepare an annual evaluation for **all instructional faculty members**: whether they are tenured, tenure-track, clinical/instructional, instructors, or artists/writers-in-residence; whether they are full-time or part-time; and whether their primary appointment is as faculty or as professional staff. Essentially, this requirement applies to all persons who teach, with the exception of **graduate instructors**.

Please enter these annual reviews into the online faculty activity reporting system found under myOleMiss (go to Academic Administrators/Faculty Activity).

Whereas these annual faculty reviews apply to all instructional faculty members, we have had a long-standing formal process for annually reviewing non-tenured faculty in tenure-track positions that involves additional steps as explained in the text from our tenure policy.

Chairs shall confer individually, after consultation with their tenured departmental faculty and academic dean, with **all non-tenured faculty in tenure-track positions once a year concerning their current performance**. **Each faculty member whose status is being reviewed shall be so notified by his or her department chair by no later than March 1 of each year**. Relevant information pertaining to the faculty member's progress toward tenure shall be provided by the faculty member to the department chair. Discussions between tenured faculty members of each applicable department and the department chair shall take place regarding the individual's progress. These discussions should be followed closely by a helpful and candid meeting between the department chair and the faculty member under review, this by means of a written evaluation, a copy of the same being given to the candidate at the time of the oral evaluation. **Such meeting shall be held no later than May 1**.

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Notice there are two deadlines established: March 1 for notification that the non-tenured (tenure-track) faculty member is being reviewed and May 1 for the meeting between the chairs and the faculty members. Please be absolutely certain that these reviews, including the person-to-person meetings, take place for non-tenured tenure-track faculty members. For all other faculty, the online evaluation process will suffice.

The online evaluation form has text boxes for teaching, research, and service. For an instructional faculty member who does not have research and/or service responsibilities, a chair may simply enter N/A where appropriate.

We will be sending a notification to all faculty reminding them to load information into the online faculty activity reporting system. As you recall, this system automatically retrieves information about teaching assignments and most information about grants. Therefore, faculty members who have only instructional duties need simply to create and submit an activity report, adding other activity information if they desire.

Note that graduate instructors of record are not evaluated using this online system. We expect departments to have other means of overseeing and evaluating the teaching effectiveness of graduate instructors.

These annual reviews should be prepared for any instructional faculty member who has taught a course during the entire year (Summer, Fall, Spring, or Intersessions).

All evaluation forms should be uploaded by **May 1** into the online system. For assistance in using the online system, contact the Faculty Technology Development Center (7918).

Thank you for your attention to this important matter.

cc: Academic Deans
Penny Rice

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