

MEMORANDUM

DATE: June 12, 2015
TO: Deans
Megan Davis, Interim Executive Director, HBOI
FROM: Gary W. Perry, Provost and Vice President
Academic Affairs
SUBJECT: Faculty Annual Evaluation Timeline



Each FAU employee is required to have a performance evaluation at least annually. In the past at Florida Atlantic University, different academic units have selected to conduct faculty annual evaluations based on an academic year, calendar year, or an appointment year (primarily for faculty on 12 month appointments).

As discussed, there are pros and cons for each schedule, but there are advantages for all faculty being on the same annual evaluation timeline. Effective with the 2015-2016 academic year, all 9-month faculty annual evaluations will be conducted on the basis of a calendar year. Units with 12-month faculty can choose to move to the calendar year or stay with the appointment year.

Calendar year faculty evaluations will require faculty to submit a written report of their activities and accomplishments for the previous Spring, Summer and Fall to their supervisor in January. The supervisor will provide the faculty member a written evaluation within the next 60 days, but no later than 90 days. This evaluation period will allow the supervisor and faculty member to have an informed discussion about the assignment for the next academic year. The schedule of annual evaluations will allow completion of this task before the end of the academic year.

Units currently on a calendar year faculty annual evaluation timeline will experience no change. Units currently on an academic year faculty annual evaluation timeline will use 2015-2016 as a transition year; completing an academic year evaluation for 2014-2015, and then a calendar year evaluation in January 2016 covering only Summer 2015 and Fall 2015. Units with appointment year schedules who choose to move to calendar year schedules will need to make similar adjustments.

Thank you once again for working with us this year on making annual faculty evaluations equitable for all faculty.

Cc: Diane Alperin, Vice Provost, Academic Affairs