UVM Computer Science Annual Review Guidelines

Last modified: December 6, 2012 (pending approval by CEMS Dean's office and Provost).

1. Introduction

In accordance with the [Agreement Between the University of Vermont and United Academics (AAUP/AFT)](#) (referred to as the Union Contract hereafter), annual reviews will focus on the performance of the faculty member during the previous two semesters or the previous twelve (12) months, whichever applies to the faculty member's appointment period, but will also take into account the performance of the faculty member during the preceding two (2) years if the faculty member was employed by the University.

In late January each year, each faculty member is requested to

   a) Complete the Annual Faculty Activity Report for the calendar year just ended (January through December) with the information outlined in Appendix A. The faculty may choose to include any additional relevant information.
   b) Provide the Chair with hard and soft copy of the Annual Activity Report (in a well-organized readable format) by Feb 15.

In April each year, the Chair will meet with the faculty member to discuss the faculty member's performance and the following academic year's workload plan. Before or at this meeting, the faculty member can add any written information to the faculty member's Annual Faculty Activity Report. The Chair will provide a written evaluation for the faculty member at or after the meeting.

2. Percentages of Faculty Effort

The percentages of effort devoted to each of the categories of teaching, research and scholarship, and service, are initially set in the annual April meeting between the Chair and the faculty member for returning faculty, and during the hiring process for new faculty, and must be approved by the Dean. They are included in the faculty member's workload plan, and can be modified as appropriate or necessary during the following academic year.

3. Chair's Evaluation on Annual Faculty Performance

Based on

   1. the workload plan for the current academic year,
   2. the Annual Faculty Activity Report for the previous calendar year
   3. information on faculty activity during the preceding two years
   4. possible additional information from the faculty member before/at the annual April meeting, and

5. course evaluations, student feedback, and peer review (if any) in the past calendar year,

The Chair will evaluate the faculty member's performance in each of the categories of teaching, research and scholarship, and service, if its percentage in the workload plan is not zero. The evaluation will apply quality indicators in the university criteria (given in the Union Contract) and approved departmental reappointment, promotion and tenure guidelines to review the faculty member's annual performance.

The Chair's evaluation of teaching excellence needs to be reflective of a more comprehensive look beyond just the numerical overall score on the student evaluation forms.

The Chair will provide one of the following 5 ratings on the faculty member's annual performance in each of the 3 categories of teaching, research, and service:

1: Performance quality consistently exceeds expectations
2: Performance quality meets, and in some cases exceeds, expectations
3: Performance quality satisfactorily meets all expectations of the position
4: Performance quality meets most expectations, but some improvements are needed
5: Performance quality needs improvement

Based on these ratings, an overall rating on the scale of 1-5 is assigned to the faculty.

4. Rebuttal and Appeal

After receiving the Chair's Evaluation on an annual performance review, the faculty member may rebut or appeal, following the procedures described in the Union Contract.

Appendix A: Annual Faculty Activity Contents

The annual report should be clearly and readably formatted and must contain the following information (Lecturers may omit sections related to Research and Graduate Advising).

Name:
Position/rank:
Secondary appointment (if applicable):
Calendar Year of Report (January 1 - December 31):
Date submitted:

1) Teaching

   a) Summary of all courses/sections taught, including labs, semester, and enrollments, as part of your assigned workload.

   b) Information on educational initiatives (information about new courses, significant course revision, innovative teaching techniques, independent studies, etc.)

c) Advising:

    i) Number of undergraduate students advised (do not list individual students)

    ii) Graduate students (must be advisor of record; list individual students' names, program, and year enrolled)

    iii) Graduate theses/dissertations supervised to completion (must be advisor of record; list individual students' names, year enrolled, date defended)

    iv) Number of graduate committees (list individual students' names, departments, and type of committee)

2) Research

    a) Publications (a complete author list for each publication). List only those with a status change during the calendar year, and indicate current publication status (in review, in revision with invitation to resubmit, accepted, published, rejected). Organize all publication according to the following categories:

        i) Refereed journal articles:

        ii) Refereed conference papers:

        iii) Books and book contributions:

        iv) Non-refereed external publications (including invited ones):

        v) Conference/workshop presentations (including invited talks):

        vi) Seminars at other organizations:

        vii) Seminars within UVM:

    b) Grants and grant applications with status change during the calendar year (title, PI list, funding agency and funding status (pending, funded, not funded):

    c) Ongoing funded projects during the previous calendar year (title, PI list, funding agency and expected completion date):

3) Service

    a) Departmental service (committees, open houses, outreach, etc.)

    b) College level service

c) University level service

d) External professional service (regional and national committees, editorships, reviews, etc.):

e) Community Service

4) Honors and awards (including society awards, best paper awards, student thesis awards, etc.)

5) Patents (applied for, granted)

6) Artifacts created (e.g. software, hardware, etc.)

7) Other pertinent information . Please include any further information that you consider relevant to this year's activity.