

ANNUAL ASSIGNMENT AND REVIEW OF FACULTY

The purpose of the Annual Assignment is to promote fair and accountable assignment and evaluation of faculty annual performance across the College.

Timeline for Annual Assignment and Annual Evaluation: The annual assignment and annual evaluation will follow the timeline specified by the Collective Bargaining Agreement and the Office of the Provost.

Criteria for Evaluation: The annual evaluation must be made in consideration of the faculty annual assignment provided by the Chair/Director. Each unit must have procedures for annual evaluation that are approved by the Dean's Office and the Office of the Provost. The evaluation of each faculty member's performance for determining progress towards tenure and/or promotion and potential merit-based salary increases will align with each unit's Tenure and Promotion and Merit Salary Guidelines and Procedures.

Minimum Teaching Expectations: All faculty are expected to meet the minimum teaching expectations in all classes for which they are scheduled as the primary instructor. Multiple failures to meet these expectations may initially result in consultation and notification of expectations. Failure to meet expectations after written notification may result in an overall rating of "Unsatisfactory (1)", and this is automatically incorporated into each unit's "Evaluating of Teaching Criteria". A list of minimum teaching expectations includes the following:

1. Comply with state, accreditation, and university requirements in a timely manner
2. Abide by FIU's course syllabus requirements policy and submit a complete syllabus for each course that meets university requirements
3. Timely and accurate submission of textbook orders
4. Timely completion of attestations
5. Abide by the Provost's Canvas Usage expectations.
6. Conduct class and assess student learning with course content representative of course description in the University Catalog
7. Attend and hold scheduled class sessions except for extenuating circumstances
8. Arrange for appropriate notification and class coverage when an absence occurs
9. Teach courses in accordance with the modality listed in the official schedule of classes, as described in FIU's Faculty Handbook
10. Publication and maintenance of appropriate office hours
11. Return of grades and other feedback on exams and assignments to students in a timely manner
12. Timely submission of copies of course exams as requested by the Chair's and/or the Dean's office
13. Timely submission of grades and other student-related reports required by the university and/or college

14. Uses and responds to FIU email to conduct university-related communications, including with students

Procedures for Evaluation: The cornerstones of the evaluation process are the annual reports prepared by each faculty member entered in Panther180. Materials not submitted in Panther180 are not expected to be considered in the annual evaluation.

It is the responsibility of the chair/director to ensure that candid, constructive, and appropriate feedback is given to each member of the faculty regarding her/his performance over the previous year. The chair/director will meet with each faculty member during the annual review process to discuss the faculty member's performance, goals for the future, and plans for achieving those goals. This is also an opportunity for the faculty member to forward his or her concerns regarding department policies, operations and management, insofar as those matters affect the faculty member's well-being and performance, directly to the chair/director. The annual evaluation must include a review of progress towards tenure and/or promotion.

The unit chair/director and the faculty shall meet to discuss and attempt to resolve any disagreements they have before the final annual evaluation is submitted. In the case that a disagreement in the annual evaluation is not resolved between the unit Chair/Director and the faculty, the faculty should document his/her disagreement in a rebuttal letter for inclusion in the faculty annual evaluation file.

Documentation for Evaluation: Every faculty member, regardless of rank or tenure status, will prepare an annual report. This report should describe the faculty member's accomplishments in teaching, scholarly activity/research, and service (as appropriate, based on the Annual Assignment) during the year being evaluated, and any other information deemed pertinent by the faculty member or requested by the chair/director. Examples of such "other information" can include indicators of special recognition of the faculty member by the scholastic community, special service endeavors, external awards, and the like. The report should indicate how the faculty member collects data from students, peers, and their own self-reflection and then how that data is being used to improve their teaching. The report is to be accompanied by an up-to-date vita. The evaluation report must be completed online (<https://academic.fiu.edu/panther180/>) no later than the last day of the academic year. The chair/director will provide a written annual review for each faculty member documenting their performance and associated ratings in various aspects of research, teaching, and service, according to the distribution provided in the "Annual Assignment". The chair/director will meet with each faculty member, as described in the "Procedures" above. Each faculty member will have the opportunity to respond in Panther180 to the chair's/director's written evaluation in accordance with the Collective Bargaining Agreement.

Annual Assignment of Chairs and School Directors: Currently, there is no Panther180 workflow for annual assignments of Chair. Until the workflow is created, the Dean will notate the current year annual assignment of the chair in the annual evaluation of the prior year's performance.

Notably, Chairs/Directors do not have a 100% administrative assignment. It is expected that Chairs/Directors who are tenured faculty have at least a 23% research assignment and that all chairs have no more than a 70% administrative assignment. The administrative assignment will be based on the size and complexity of the unit, and extraordinarily large units may be allowed to have a second Associate Chair/Director to allow for the administrative assignment to not exceed the stated limit. The annual evaluation of the Chair/Director will include an overall numerical score following the same rating scale as faculty.