

College of Social Science – UNTF/ Procedures for Designation B/ Annual Review Policy

School of Social Work:

With regard to the School of Social Work, our established procedure for annual and major reviews to evaluate teaching performance consists of Director and Associate Director review of SIRS scores and student narratives for each course taught, each semester. In addition to these semester-by-semester reviews of teaching performance, each faculty member is asked to provide an annual assessment of their teaching (including reflection on student ratings of teaching) and this annual self-assessment is reviewed by an appropriate School administrator. This process is communicated to faculty members verbally and in writing (standardized form) and is consistent, year-to-year, employee-to-employee.

We post on the School's Angel site and all the School's email list we have. These are the primary means of communication.

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School of Human Resources & Labor Relations:

Our established procedure for annual and major reviews to evaluate teaching performance consists of Chair/Director review of SIRS scores and student narratives for each course taught, each semester. In addition to these semester-by-semester reviews of teaching performance, each faculty member is asked to provide an annual assessment of their teaching (including reflection on student ratings of teaching) and this annual self-assessment is reviewed by an appropriate unit administrator and the Merit Review Committee composed of the Director, Associate Directors and two elected faculty members. Following the Committee's evaluation of performance, each faculty member receives a written evaluation and meets with the Director. If a faculty member does not believe that he/she has been fairly evaluated, the faculty member is given the opportunity to request in writing a reassessment of performance by the Merit Review Committee. The results of any such reevaluation are shared in writing with the faculty member.

This procedure is communicated to faculty members verbally and in writing and is consistent, year-to-year-employee-to-employee.

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Department of Anthropology:

The Department of Anthropology evaluates UNTF members' teaching annually based on the following criteria which are taken verbatim from MSU's Code of Teaching Responsibility found in the Academic Programs Catalog (available online through the Registrars Office). This applies to Designation B as well as non-Designation B instructors.

Evaluation of these criteria is accomplished by the Department Chair through:

1. Review of the syllabus
2. Review of departmental student evaluation surveys
3. Discussion of criteria with the instructor at an annual review meeting
4. Examination of the instructor's teaching portfolio (optional)

The Department Chair will provide a summary of the evaluation following the annual review meeting

The annual review meeting will be scheduled in January or February of each year with at least 30 days notice. If the UNTF instructor is not scheduled to teach both semesters of a calendar year, the review will take place after the course grades are submitted, but within 30 days.

The procedure is posted in the departmental mailroom where all UNTF members, teaching during a given semester, have mailboxes.

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School of Criminal Justice:

Our established procedure for annual and major reviews to evaluate teaching performance consists of Director review of SIRS scores and student narratives for each course taught, each semester. In addition to these semester-by-semester reviews of teaching performance, each faculty member is asked to provide an annual self-assessment of their teaching (including reflection on student ratings of teaching) and this annual self-assessment is reviewed by an appropriate unit administrator. This process is communicated to faculty members verbally and in writing (see standardized form) and is consistent, year-to-year, employee-to-employee.

We post on the Unit's website and all the email lists we have. These are the primary means of communication.

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Department of History:

1. The Annual Review Committee will conduct an annual evaluation of each faculty member (tenure system and fixed term) in the Department, as required by University policy. The evaluation will serve as the basis for the Chairperson's annual written evaluation; it will serve as the basis for merit salary recommendations.
2. The basis for evaluation is the Annual Review Worksheet and Faculty Accomplishment Report, both of which are posted on the Department website.
3. The Chairperson will inform each faculty member, in writing, the results of the individual faculty member's annual review. A faculty member may request a meeting to discuss his or her written evaluation with the Chairperson.

4. The Annual Review Committee will consist of five tenure-stream faculty members, four from the ranks of associate or full professor, and one from the rank of assistant professor. The chairperson in consultation with the DAC shall appoint the members of the committee. Members of the DAC are not eligible to serve on the Annual Review Committee. Faculty with less than 50% appointments may opt not to serve on the ARC, if they wish.

The term of service on the committee for full and associate professors will be two years, with two terms expiring each year. The assistant professor shall serve for one year. After service, faculty members will not be eligible to serve for three years. Vacancies for less than a year will be filled in the same manner described above.

5. Each year by the end of fall semester, the committee will inform the members of the department of the timetable for that year. It will also issue a Faculty Accomplishment Report to guide members of the department. Collection of materials will be in the spring semester and deliberations of the committee will begin immediately following the due date.
6. All faculty are required to submit the form for evaluation.
7. In evaluating the activities of fixed term faculty members, the committee will consider the nature of the appointment and percentages expected for teaching, research and service.
8. In making its recommendations to the chair, the committee will divide field term faculty into four categories:
Exceptional, Very Good, Meeting Expectations, Not Meeting Expectations.
It will also provide the chair with a brief statement of the reasons for its evaluation of each individual. After studying the committee's recommendations, the chair will notify the committee of any cases in which he/she intends to depart from those recommendations.

It is posted on the 2nd floor cork board for UNTF members. It is also posted on our website on the password protected portion that faculty access.



Department of Psychology:

Each fixed-term faculty member will be reviewed annually (based on performance between May 16 and May 15). Due to union regulations, if the individual teaches at any time during the year, they will be reviewed based on documents submitted to the chair. These materials must be submitted by June 15, and will be considered by a committee of three elected, tenured faculty members who will provide a recommendation to the chair by July 15. The chair will provide formal feedback to the faculty member by the end of the summer. Evaluations of fixed-term faculty members who do not teach will be left to the discretion of their immediate supervisors.

The faculty member being reviewed is responsible for providing the percent effort devoted to the areas listed in appendix 2, based on their appointment papers (available from the dept supervisor). For those whose appointments are 100% teaching, they must submit all original SIRS forms and the summary provided by the scoring office, as well as a 1-page description of accomplishments during the previous calendar year. For individuals whose appointment involve more than teaching, we also require a CV and 1-page statement of progress in other areas.

Individuals who are eligible for, and interested in, applying for Designation B status may make such a request to the chair at the times specified by the university. Information is outlined at:

<https://www.hr.msu.edu/hiring/facultyhiring/designationB.htm>

Updated materials from the last departmental review may be submitted to the chair along with a completed Form B (available at the above website) and associated required materials.

The review procedures for Psychology are posted on our website.

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Department of Economics:

Our procedure for annual and major reviews is that our Chairperson reviews all SIRS scores and student comments for each course taught during the review period. In addition, the faculty member is asked to provide a written review of his/her work (including teaching and nonteaching duties). The Chairperson then meets with the faculty member to go over review form and the Chair and person being reviewed sign form and a copy of form is given to faculty member and one is put in his/her faculty folder.

This process is communicated to faculty members verbally and in writing and is consistent, year-to-year for all applicable employees.

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Department of Political Science:

The Department's procedure for annual and major reviews to evaluate teaching performance for UNTF faculty consists of a Chair review of SIRS scores and student narratives for each course taught, each semester. In addition to these semester-by-semester reviews of teaching performance, each UNTF faculty member is asked to provide an annual assessment of their teaching (including reflection on student ratings of teaching) and this annual self-assessment is reviewed by the Department's Faculty Advisory Committee. This process is communicated to UNTF faculty members verbally and in writing and is consistent, year-to-year, employee-to-employee.

The text above is posted on the Political Science's bulletin board.

Department of Human Development & Family Studies:

The Department of Human Development and Family Studies Chairperson evaluates the academic teaching staff annually to assess their teaching performance. The review consists of SIRS scores and student narratives for each course taught. Evaluations also include any other areas the faculty member might be involved with (i.e. serving on committees or on a graduate student’s advising committee). A self-assessment and a request for the faculty member’s teaching and mentoring goals for the next year are sent prior to the evaluation. All evaluations are performed in June along with all other faculty evaluations.

This process is communicated to the academic teaching staff by e-mail and is consistent year to year and employee to employee.

(Please see attached 2 files for HDFS)

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Department of Sociology:

Sociology's procedure for annual reviews to evaluate teaching performance consists of the Chair and Associate Chair reviews the contributions of each UNTF member. The review generally focuses on classroom effectiveness. The Chair and Associate Chair review student evaluations, SIRS scores, as well as informal feedback from students regarding classroom performance. In addition to these semester-by-semester reviews of teaching performance, each UNTF member is asked to provide an annual assessment of their teaching. This process is communicated to UNTF members verbally and in writing and is consistent, year-to-year, employee-to-employee. The Sociology Department uses the standardized form for UNTF evaluations provided on the Michigan State University Human Resources webpage:

<http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/PerfReviewFAS.htm>

We post this on our Department's ANGEL website.

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Department of Geography:

Michigan State University requires that academic units establish and publish procedures and criteria for annual and major reviews to evaluate teaching performance of employees for purposes of merit and reappointment consideration, and the Employee’s responsibilities in the evaluation process. In Geography, fixed-term faculty are hired only to teach courses; thus, these evaluations are based only on teaching criteria consisting of departmental and University SIRS scores and on supplementary teaching materials that faculty choose to submit for review. Written evaluations of fixed-term faculty with appointments of at least one (1) Academic Year (AY) will be conducted by the Chair of Geography and results will be provided to the faculty member and placed in the faculty member’s personnel file in the department. The Employee has an opportunity to submit a response to the evaluation.

This process is communicated to faculty members verbally and in writing, and is posted on the bulletin board in Room 117 of the Geography Building (Copy Room), along with other Employee information.

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Center for Integrative Studies in Social Science:

Full-time fixed-term faculty in the Center can opt to be evaluated as either teaching faculty or research faculty. Teaching faculty are expected to teach a 3-3 course load (comprising 75% of their assignment), and engage in service to the university and/or community for the remainder of their appointment. Research faculty are expected to teach a 2-2 course load (50% of their assignment), engage in research and publication (35-40%) and engage in service to the university and/or community (10-15%). Yearly evaluation by the Director is made on each of these criteria, with an overall rating given as well. The Director meets annually with each faculty member and provides an assessment of his or her performance in writing.

The evaluation criteria are specified in our “Annual Activities and Accomplishments” document, which is distributed to faculty by email at the end of every calendar year.

(Please see attached file for CIS in Social Science).

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End of report from College of Social Science