



HENRY B. TIPPIE COLLEGE OF BUSINESS

**POLICIES AND PROCEDURES FOR THE
ANNUAL REVIEW AND REAPPOINTMENT OF
INSTRUCTIONAL-TRACK FACULTY
(INCLUDING FIXED TERM LECTURERS)**

JANUARY 2020

**THE UNIVERSITY OF IOWA
HENRY B. TIPPIE COLLEGE OF BUSINESS
POLICIES AND PROCEDURES FOR THE
ANNUAL REVIEW AND REAPPOINTMENT OF INSTRUCTIONAL-TRACK FACULTY
(INCLUDING FIXED TERM LECTURERS)**

I. The Policy

An annual review of all regular lecturers must be conducted, including those in their first year of appointment. The intent of the review is to provide guidance to the faculty member for the continuing development of teaching and other professional contributions. When the faculty member is being reviewed for reappointment, a full-scale review will be conducted.

II. Purpose of the Review

The annual review should, in the main, be evaluative and developmental, and should facilitate and encourage professional vitality. The annual review may also be used by the DEO as part of the process of determining annual merit salary increases.

III. Timeline

Reviews will be conducted in the spring semester of each academic year. The review will be based on the period from February 1 of the previous year to January 31 of the current year. Deadlines falling on weekends or holidays move to the next business day.

Sept 1 – Feb 1 If the review is in a non-reappointment year, but teaching observations are desired by the department, the DEO will appoint a person(s) to directly observe the faculty member's instruction. The observer will write-up the observation for inclusion in the annual review.

If the review is in a reappointment year, the DEO will appoint a person(s) to directly observe the faculty member's instruction. The observer will write-up the observation for inclusion in the annual review. The DEO will also appoint an Instructional Review Committee (IRC – which includes at least 1 instructional track faculty member holding the rank at or above the rank for reappointment, if available). The teaching observation can be completed by a member of the IRC.

February 1 Faculty member completes update of APR (Academic & Professional Record) in Employee Self Service.

If the review is in a non-reappointment year, the faculty member may submit any supplemental materials regarding teaching, professional service, or other service activities to the DEO directly.

If the review is in a reappointment year, the faculty member must submit all materials outlined in the Instructional Track Faculty Policy, which includes course materials, examples of graded assignments, a description of contributions to curriculum development, and information on advising or other student-focused activities if applicable.

March 1 If the review is in a reappointment year, the IRC submits a recommendation to the DEO either to reappoint or non-reappoint. The IRC report should be available to all tenured faculty in the department, as well as any instructional track or clinical track faculty member holding the rank above the rank of the level of reappointment. Members of the faculty who disagree with the IRC recommendation may submit a dissenting opinion in writing to the DEO. No vote is required on reappointment.

March 15 The DEO completes the review using the required form and submits to the Senior Associate Dean.

If the review is in a reappointment year, the DEO recommendation should consider the strategic needs of the department, the IRC recommendation and report, and any dissenting opinions that were submitted in writing. The DEO must include recommendation in writing for the length of term for reappointment, or an explanation for the decision not to reappoint (see the attached template letter)

March 25 Senior Associate Dean verifies that all criteria for the review were met and notifies DEO to release the review to the faculty member.

If faculty member wishes to submit a response to the review, it must be submitted to the DEO within seven (7) calendar days from the day the review is received. If faculty member submits a reply, it will be attached to the Annual Review.

April 1 Departmental Administrators initiate reviews in workflow (or contract renewals if applicable), and monitor progress to assure that faculty members approve receipt in workflow.

If the review is in a non-reappointment year, the Departmental Administrator submits an electronic copy of the Annual Review (and the Response, if there is one) to the Assistant to the Senior Associate Dean.

If the review is in a reappointment year, the Departmental Administrator initiates reappointment or termination in workflow. The signed reappointment offer letter will be attached.

April 15 Approved review and any response must be received by the Provost's Office

IV. Responsibilities of the Faculty Member

As part of this review, each faculty member must update his/her APR. It is the faculty member's responsibility to make sure that the APR is up to date and represents the faculty member's full record. All categories should be updated: teaching, professional productivity (if applicable) and service. Faculty members may choose to provide to the DEO additional evidence of teaching, research, and service effectiveness beyond the content of their APR, but the APR is expected to be fully updated regardless of additional material provided.

A. Teaching Evaluations

1. The faculty member prepares a summary of teaching evaluations, which is verified by the Departmental Administrators who maintain record of all evaluations.

In reappointment years, the faculty member must provide additional materials to be considered by the IRC. A non-comprehensive list of these materials is described in the Instructional Track Faculty Policy, and includes course materials, examples of graded assignments, a description of contributions to curriculum development, and information on advising or other student-focused activities if applicable. The faculty member is also responsible for compiling and providing to the IRC a table of ACE student evaluations for all courses taught during the review period.

V. **Responsibilities of the Department Executive Officer**

The Departmental Executive Officer (DEO) will conduct a review of all lecturers on an annual basis and will provide each lecturer with a copy of the review. **See template at the end of the policy.**

A. Annual Review

The lecturer's first year's review may be abbreviated and based on the faculty member's limited record to date. The review should be used as an opportunity to introduce the process and criteria of annual reviews, review the faculty member's goals, and develop a plan for achieving those goals. If the review is in a non-reappointment year, but teaching observations are desired by the department, the DEO will appoint a person(s) to directly observe the faculty member's instruction. The observer will write-up the observation for inclusion in the annual review.

The DEO will provide the Senior Associate Dean with the Annual review.

B. Review for Reappointment

In reappointment years, the DEO will appoint an Instructional Review Committee (IRC – which includes at least 1 instructional track faculty member holding the rank at or above the rank for reappointment, if available).

Classroom observation is required. The DEO will appoint a person(s) to directly observe the faculty member's instruction. This observer may be a member of the IRC. If the faculty member only teaches online, than an observer will be given access to the online content to observe the online interaction with and materials provided to students. The purpose of this observation is to provide constructive feedback. The faculty member will be notified at least two days in advance of when these observations will occur. The observer will write-up the observation for inclusion in the annual review.

DEOs will work with Department Administrators to obtain relevant Department level ACE data, and with the HR Faculty Representative to obtain college level ACE data if available.

The DEO will provide the Senior Associate Dean with the Annual review which should include one of the following recommendations:

- a. Continue current appointment.

- b. Reappoint. The review will indicate the number of years of the new contract (1-7 years depending on position). If reappointment has been recommended, a reappointment offer letter will be provided by the Assistant to the Senior Associate Dean. The DEO will give the faculty member the reappointment offer letter to sign.
- c. Termination. If the review yields a decision that the faculty member is not performing satisfactorily, then a terminal appointment is recommended. The DEO should consult with the Senior Associate Dean regarding specific policies and procedures.

VI. Faculty Member's Access to Information and Right to Reply

The faculty member has a right to examine any written materials included in the review (OM III.7.1) Timely access shall be provided. The faculty member may submit written comments regarding the review. The response must be submitted within seven (7) calendar days from the day the review is received. If the faculty member submits a response it will be attached to the Annual Review when submitted to the Senior Associate Dean.

**THE UNIVERSITY OF IOWA
HENRY B. TIPPIE COLLEGE OF BUSINESS
ANNUAL REVIEW FORM – INSTRUCTIONAL TRACK (ITF)**

Department:

Academic Year:

Reviewee Name:

Rank:

Review Completed by:

Please review the faculty member's performance for the period from February 1 of the past academic year to January 31 of the current academic year. Comments must be entered after each rating. Comments are required if the faculty member does not meet expectations.

1. Teaching: **Meets expectations** **Needs improvement** **Does not meet expectations**

Comments:

2. Service: **Meets expectations** **Needs improvement** **Does not meet expectations**

*Select if
applicable*

Administrative Role: _____

Comments:

Department:

Academic Year:

Reviewee Name:

Rank:

Review Completed by:

3. AACSB Qualification

As of last accreditation review (2018) SA PA SP IP

Current Year Designation

Please choose the category that matches current faculty contributions.

Scholarly Academic (SA)

- SA1 - Discipline-based research
- SA2 - Pedagogical research/publications
- SA3 - Contributions to practice
- SA4 - PHD in last 5 years
- SA5 - ABD

Practice Academic (PA)

- PA1 - current certification in professional area
- PA2 - Consulting activities or service work through boards
- PA3 - Professional development or association membership
- PA4 - Continued education or graduate study
- PA5 - Contribution to pedagogy through curriculum development
- PA6 - Professional engagement with organizations to create experiential in-class opportunities for students
- PA7 - Deployment in career mentoring, internships, directed study
- PA8 - Executive education with external organizations

Scholarly Practitioner (SP)

- SP1 - Discipline-based research
- SP2 - Pedagogical research/publications
- SP3 - Contributions to practice

Instructional Practitioner (IP)

- IP1 - Current certification in professional area
- IP2 - Consulting activities or service work through boards
- IP3 - Professional development or association membership
- IP4 - Continued education or graduate study
- IP5 - Contribution to pedagogy through curriculum development
- IP6 - Professional engagement with organizations to create experiential in-class opportunities for students
- IP7 - Deployment in career mentoring, internships, directed study
- IP8 - Executive education with external organizations
- IP9 - Current or recent employment in relevant field

4. Additional comments: