TO: Chairs and Directors  
   College of Arts and Sciences

FROM: Kelly Damphousse  
      Dean

DATE: January 8, 2016

RE: Annual Evaluation of Faculty for CY2015

In anticipation of the spring semester, there are several evaluation processes that need to be scheduled. The purpose of this memo is to consolidate the instructions into one memo with an overall timeline to make the process easier and more coordinated. A checklist is attached for those materials that are due by February 29, 2016; please submit a copy of the checklist with your department's evaluation materials.

Electronic Submission: Please submit full faculty vitae electronically as PDF files to Gail Brown at gtbrown@ou.edu by February 29, 2016. Please name the file using this format:

   2015-biology-smith.pdf (date-dept-name.pdf)

Deadlines to submit printed materials to the Dean's Office are:

   February 29, 2016  Faculty evaluations and mini-vitae
   February 29, 2016  Summary of department's evaluation process
   February 29, 2016  Mini-vitae for department
   February 29, 2016  Committee A evaluations of chairs/directors
   February 29, 2016  Chair/Director goals and accomplishments
   April 1, 2016      Comprehensive evaluations for renewable term faculty
   April 22, 2016     Copies of progress-toward-tenure letters
   April 22, 2016     Post-tenure review materials

Faculty Evaluations
The procedure this year is much the same as last year. The Provost's memo concerning "Annual Faculty Evaluations for the 2015 Calendar Year," the evaluation form, sample mini-vitae, and an optional fill-in-the-blank MS Word template for the mini-vitae are available at the Provost's website under the #3 section on "Faculty Evaluation": http://www.ou.edu/content/provost/memos.html
The relevant rules regarding the faculty evaluation process may be found in Section 3.11 of the Faculty Handbook and in your unit's criteria for tenure, promotion, and annual evaluation.
Please do not show multiple-year calculations in the top portion of the annual faculty evaluation form. Although it is acceptable to record two- or three-year averages in the discussion part of the form, the ratings and weights in the top portion must reflect only the current evaluation year.

The evaluation forms must be signed by the faculty member and Committee A before they are submitted to the Dean's Office. The faculty member must be allowed at least one week to discuss the evaluation with the chair/director and/or Committee A. Each elected Committee A member should be evaluated by the chair/director and the other elected Committee A member. Once the faculty evaluations have been submitted to the Dean's Office, a meeting will be scheduled with each unit's chair/director and Committee A to review the evaluations with their Associate Dean.

**Evaluation of Chairs/Directors**
A separate memo will be sent to Committee A members regarding performance of the chair/director of their academic unit.

**Departmental Mini-Vita**
The chair/director should submit a two-page mini-vita for the unit for CY2015 to the Dean's Office by February 29, 2016.

**Comprehensive Evaluations of Renewable Term Faculty Members**
A comprehensive evaluation is required for renewable term faculty members in the year prior to the expiration of their multi-year contract. Susan Bayliss will contact you if you have faculty meeting this criterion. This evaluation (similar to a progress-toward-tenure letter for tenure-track faculty) is mandatory before a renewable term faculty member can be appointed to an additional multi-year term. These evaluations are due to the Dean's Office by April 1, 2016.

**Progress-Toward-Tenure Letters**
Copies of progress-toward-tenure letters are due to the Dean's Office by April 22, 2016.

**Post-Tenure Reviews**
Post-tenure reviews shall be initiated immediately following the completion of the annual faculty evaluation process. The complete PTR dossiers with all items on the PTR checklist are due in the Dean's Office by April 22, 2016.

**Staff Evaluations**
The Dean's Office does not need copies of staff evaluations. Originals should be sent to the Office of Human Resources. That deadline is March 31, 2016.

KD:gb  
cc: Committee A members  
VIPS