Frequently Asked Questions-Faculty Annual Performance Evaluation (e-portfolio)

1. **Why are we implementing a uniform Faculty Annual Performance Evaluation system?**
   There have been many years of discussions on campus regarding the need to improve annual evaluations of faculty. Departments and schools are currently using different forms and many different practices for annual reviews. The improved evaluation system encompasses current performance areas such as teaching, research, faculty development, service and additional achievements. The difference is that all departments and schools will have a uniform assessment form (with a consistent rating system), and chairs will have to provide written comments to support their specific rating. In addition, the deans will also be required to review the submission and provide oversight as needed. Our goal is to ensure that faculty receive clear, meaningful, fair and consistent feedback regarding their performance.

2. **Have annual reporting requirements and methods changed?**
   The primary reporting tool will be digital (electronic). The electronic submission system is portable and can be accessed from anywhere. The link can be accessed from the Claflin University website: http://www.claflin.edu/EPF/

3. **What should I archive in my e-Portfolio?**
   Just about any documents that you would otherwise include in your hardcopy annual performance evaluation folder. The e-Portfolio contains the following sections: effective teaching and advisement; research and grantsmanship; service to the University, and community; faculty development, and additional achievements (see the screen shot below).

4. **What if I don't have a digital version of a document that I need to archive in support of my performance?**
   If you have a paper version of a document, you would need to first scan it and save the image file as PDF or any other acceptable image format. Once you have converted the paper copy into a digital copy, attaching the file in the appropriate section should be easy.

5. **What period does the annual review cover?**
   Historically Claflin has used a March-to-March time period for annual reviews. This means that your annual report should include accomplishments during the period from late spring semester of a given academic year through the early spring semester of the next academic year. We are suggesting using a calendar year system. This means that annual reports in 2015 will consist of data of all types from 2014.

6. **What reasons prompted the switch to the calendar year system in January 2015?**
   - Calendar years will allow chairs to have complete data from two semesters, rather than having to divide the spring semester into two different annual reporting periods.
   - Calendar years will allow faculty and chairs to complete the annual reporting and review process much earlier in the spring semester. As it is now, many department annual reviews take place during the busiest part of the spring semester (March - April).
   - Calendar years will eliminate confusion that now often results in faculty members reporting accomplishments twice or forgetting to record accomplishments at all.
   - In the current March-to-March system, the annual report in spring 2015 will include student evaluations from spring 2014 and fall 2014.
   - With the calendar year system, the annual report in spring 2015 will likewise include teaching evaluations from spring 2014 and fall 2014.
   - The only change will be that your electronic portfolio will be due to the chair earlier in 2015 (February 16). This submission date is aligned with the deadlines for notice of non-reappointment for non-tenured and tenure-track Faculty (Faculty Handbook 6.2.3)
   - One way to look at this is that the reporting of everything else will now be brought in line with full semesters and will now coincide with the teaching evaluations. So, it you have a publication in February 2015, it will go into the annual report you will submit for 2015. If you have a publication in April 2015, it will go into the annual report you will submit in 2016.

7. **Will post-tenure applications be electronic also?**
   We will phase in electronic portfolios for post-tenure. Therefore, post-tenure applications for spring 2015 will not be electronic.

8. **Why is goal-setting important between the faculty member and chair?**

   It is expected that the faculty member and chair will set goals for the coming year during the annual review, and that the faculty member should be evaluated the next year based substantially on how well he or she has achieved the goals set the previous year. Faculty should be evaluated based on the work they have been assigned. For example, it is unfair to assign a tenure-track faculty member an overload in teaching, with several different preparations, and then fault him/her for failure to be more productive in scholarly work. In a similar vein, a faculty member who has release time for research should be expected to produce more in that area than faculty members who lack that time.

9. **What should I do if I want to dispute an evaluation?**

   The University's grievance policy, outlined in the Faculty Handbook 8.1, *Grievance Procedure –Faculty* is applicable to the annual review process.