

Frequently Asked Questions regarding Annual Evaluations

Who should be reviewed?

All members of the Academic and Research Faculty, including but not limited to full-time, part-time, regular, temporary, retired but working, and postdocs.

Who should do the review?

The direct supervisor, school chair, and/or dean are responsible for ensuring that all faculty are reviewed, depending on the unit. For example, the Scheller College of Business does not have schools, thus the dean is responsible for ensuring the annual performance evaluations are complete.

When should the annual reviews be completed?

All annual reviews should be completed at least once a year and no later than March 31 of the following year. It is strongly recommended that faculty who teach only one semester per year be reviewed at the end of the semester in which they taught, following the release of the course evaluations.

If a faculty member only teaches in the spring, should they have an annual review?

Yes, all part-time faculty members should have an annual review. If they are not appointed on an annual basis, then the evaluation should occur at the end of the semester in which they taught. The review should include a discussion of their teaching evaluations. Faculty Affairs provides a [part-time faculty evaluation template](#) that may be used.

What should the annual review of a faculty member contain?

The annual evaluation should address all dimensions of the Faculty role, although weights assigned may vary across disciplines and even within a discipline, depending on the job assignment of the individual and on the needs of the Unit. In evaluating a Faculty member's performance, careful consideration should be given to the quality of the individual's contributions in instruction (classroom-related and individual supervision), research or other creative activities, and service (to students, the academic community, the Institute, the discipline, and the external community). If there are issues with the faculty member's performance, these should be clearly addressed in the written evaluation and discussed with the faculty member.

On what criteria should a school chair be evaluated?

In addition to the expectations outlined by the dean and the criteria in the [Faculty Handbook section 3.3.10](#), each school chair is responsible for overseeing and ensuring quality assessment of student learning outcomes for all academic programs offered within the school; meeting all reporting requirements as outlined by the Office of Assessment; ensuring that all faculty and staff comply with mandated trainings and disclosure protocols as outlined by federal, state, and Georgia Tech policies and procedures (ie. conflict of interest, ethics, sexual violence awareness, vacation and sick reporting, etc.); and verifying the completion of an annual written evaluation for all faculty and staff in their school (all full, part-time, and temporary employees).

If a faculty member was terminated or resigned, do they need an annual review?

If the faculty member is no longer employed during the review period (February/March), then they do not need an annual evaluation; however, if there is an issue with the employee, best practices suggest that the issue should be documented in the faculty member's file.

If a faculty member retired, do they need an annual review?

If the faculty member is no longer employed during the review period (February/March) or if all of the retirement paperwork has been submitted and retirement is imminent, then the retired/retiring faculty member does not need a review; however, if there is an issue with the employee, best practices suggest that the issue should be documented in the faculty member's file.

If a faculty member is on Leave of Absence, do they need an annual review?

If the Leave of absence is a paid leave of absence then yes the faculty member should receive an annual evaluation. If the Leave of Absence is unpaid, then no they will not need a review.

If a faculty member is going through the critical review, promotion, and/or tenure process, do they need an annual review?

Yes, they are two different processes and should be completed independently.

If a faculty member is going through periodic peer review, do they need an annual review?

Yes, they are two different processes and should be completed independently.

If a faculty member started in the previous fall, do they need an annual review?

All new faculty members need an annual performance review, if they started prior to October 1. If their appointment began October 1 or after of the review year, they do not need an annual performance review (unless they were involved in teaching a class (credit or non-credit)).

If a faculty member was promoted or changed positions, do they need an annual review?

Even if a faculty member was promoted or changed positions, they should receive an annual review. If the faculty member was in a different unit prior to October 1 of the previous year, the annual review may be waived by the previous assuming the change in position represented satisfactory performance and the new unit is completing a review.

If the supervisor or person who was supposed to do the evaluation has changed positions or left Georgia Tech, is that a reason for not giving a review?

No, either the new supervisor or the former supervisor's supervisor should perform the annual evaluation.

How do I give an annual performance evaluation?

The Office of Human Resources website contains resources related to best practices in [performance evaluations](#).

How are Academic and Research Faculty defined?

Georgia Tech has two types of Faculty. These include 1) Academic Faculty, and 2) Research Faculty. See Faculty Handbook for more information about the Academic and Research Faculty:

http://policylibrary.gatech.edu/faculty_handbook

Membership in the **Academic Faculty** of Georgia Tech is defined as those for whom an essential part of their job responsibility is enhancing, leading, developing, and delivering undergraduate, graduate, and professional degree programs. It is understood that Academic Faculty members are also often significantly involved in leading, developing, and delivering research. Membership in the Academic Faculty shall be determined solely on the basis of the position held within the Institute. Titles included shall be consistent with Board of Regents policies for faculty membership and limited to positions with direct involvement in meeting student academic needs. *The Office of Faculty Affairs within the Office of the Vice Provost for Graduate Education and Faculty Development handles appointment and reappointment of Academic Faculty.*

Membership in the **Research Faculty** of Georgia Tech is defined as those whose primary job responsibility involves leading, developing, and delivering the research, extension, and technology transfer programs of the Institute. Membership in the Research Faculty shall be determined solely on the basis of the position held within the Institute. Titles included shall be consistent with Board of Regents policies for faculty membership. *Research Faculty Affairs within the Office of the Executive Vice President for Research handles the appointment and reappointment of Research Faculty.*

Where can I find the policies regarding the evaluation of faculty?

[Board of Regents Policy Manual, Section 8.3.5](#)

Annually, each Faculty member shall receive a written performance evaluation from their Unit Head. In addition, the Faculty member will discuss this review with the Unit Head and will sign a statement to the effect that the Faculty member has received the written review. The Faculty member will have the opportunity to respond, in writing, to the evaluation and to receive a written response from the supervisor to the comments of the Faculty member. Both the Faculty member's comments and the response will then become part of the record. The Institute will ensure that the individuals responsible for conducting performance evaluations are appropriately trained to carry out such evaluations. The evaluation procedures may also utilize a written system of peer evaluations, with emphasis placed on the Faculty member's professional development.

BOR: 8.3.5.1 Faculty

Each institution shall establish definite and stated criteria, consistent with Regents' policies and the statutes of the institution, against which the performance of each faculty member will be evaluated. The evaluation shall occur at least annually and shall follow stated procedures as prescribed by each institution. Each institution, as part of its evaluative procedures, will utilize a written system of faculty evaluations by students, with the improvement of teaching effectiveness as the main focus of these student evaluations.

The evaluation procedures may also utilize a written system of peer evaluations, with emphasis placed on the faculty member's professional development. In those cases in which a faculty member's primary responsibilities do not include teaching, the evaluation should focus on excellence in those areas (e.g.,

research, administration) where the individual's major responsibilities lie. Institutional policies and procedures shall ensure that each faculty member will receive a written report of each evaluation and that the results of the evaluation will be reflected in the faculty member's annual salary recommendations. Institutions will ensure that the individuals responsible for conducting performance evaluations are appropriately trained to carry out such evaluations (BoR Minutes, 1979-80, p. 50; 1983-84, p. 36; May, 1996, p. 52).

Each institution shall conduct in-depth pre-tenure reviews of all faculty in their third year of progress toward tenure. The criteria established for promotion and tenure, emphasizing excellence in teaching, shall be used as the focus for these reviews. The institution shall develop pre-tenure review policies, as well as any subsequent revisions (BoR Minutes, April 1996, p. 39-47; May 1996, p. 52; February 2007).

[Georgia Tech Faculty Handbook: 3.1.2 Faculty Salaries and Evaluations](#)

Merit Increases

Merit increases for full-time Faculty shall be based on an evaluation of job assignment and overall productivity. All dimensions of the Faculty role shall be considered, although weights assigned may vary across disciplines and even within a discipline, depending on the job assignment of the individual and on the needs of the Unit. In evaluating a Faculty member's performance, careful consideration will be given to the quality of the individual's contributions in instruction (classroom-related and individual supervision), research or other creative activities, and service (to students, the academic community, the Institute, the discipline, and the external community).