GEORGIA STATE UNIVERSITY

**J. Mack Robinson College of
Business Office of the Dean**

TO: Heads of Academic Units

FROM: Todd Maurer

DATE: December 15, 2021

RE: Faculty Activity Report (FAAR); Evaluation of Performance Level (EPL) Form for
                 Calendar Year 2021; Statement of Goals (GS) Form for Calendar Year 2021

DEADLINE: Friday, March 4, 2022

The EPL and GS forms should be used for all faculty (tenure-track and non-tenure track); any dimension of performance not applicable to such faculty (e.g., for lecturers/senior lecturers and instructors, research and publication expectations) should be so indicated on the forms. EPL and GS forms are attached for you to distribute electronically to your faculty. For the convenience of you and your faculty, I am also attaching the RCB FAAR form and our current Criteria for Determining Faculty Qualifications.

As with previous years, Digital Measures (DM), the RCB database for faculty activities, should be used to complete the FAAR. Faculty members can add to the FAAR generated from Digital Measures a prose statement/cover memo highlighting or explaining items as they wish. The link to access the system can be found on the Faculty Affairs Digital Measures page, https://faculty.gsu.edu/digitalmeasures/. GSU Campus ID and password are used to login to Digital Measures.

Once in the system, users will find that the initial screen is the main menu listing the categories of activities that can be entered in the system. Faculty should begin to create the FAAR by generating a report to see what is already in the system (such as courses taught in 2021 and publications). To generate the report click the Reports link in the blue banner at the top of the main page. After selecting "RCB FAAR (Fall 2020)" [which is the most recently approved edition/version of the FAAR form] from the reports list, the steps on the report page will allow users to choose the FAAR year (January 1, 2021 - December 31, 2021) and the preferred type of report output (Word, for example). After reviewing the generated report, determine what activities are missing in DM. New/missing FAAR activities can be entered into the system and the "RCB FAAR (Fall 2020)" can be generated again. The newly entered activities should populate the report. As noted above, prose may be added directly to the report (if it is generated in Word format) or in a cover memo to maintain consistency with the reporting practice in your department.

SEIP results are provided at the end of the "RCB FAAR (Fall 2020)" report including both a summary table of SEIP results as well as students' comments. SEIP information is posted by the University at the end of the break and will be uploaded by Digital Measures in January. **SEIP information has been added for faculty convenience in preparing their FAAR reports; faculty are not required to retain the location, format or specific information in the FAAR reports – it can be deleted, edited, or retained in the provided format.**

FACULTY PERFORMANCE EVALUATION FOR 2021

<u>FAAR: reporting of faculty activities for year ending December 31, 2021.</u> The reporting of faculty activities is to be completed by each faculty member (tenure track and non-tenure track) for the annual period ending December 31, 2021. The deadline for completing the FAAR is to be established by the head of the academic unit and probably needs to be by late-January to mid-February 2022 in order to meet the deadline of March 4 for completing the evaluation process. The March 4 deadline is established so that **all** of the evaluation materials will be completed

before teaching load and faculty salary adjustment (in years when such adjustments are available) conferences are conducted with the Dean.

GS: completion of annual statement of goals. A one-year statement of goals for 2022 is to be completed by the faculty member and returned with the FAAR and the Annual Statement of Goals (GS) form to the head of the academic unit by the deadline established by the head of the academic unit.

Note: For endowed faculty positions, please review the "Policies and Procedures Pertaining to Appointment and Evaluation of Faculty Appointed to Endowed Chairs and Professorships" section in the RCB Policies and Procedures Manual. As indicated therein, a faculty member appointed to a chair or professorship develops a one-year goal set consistent with the workload assigned. However, "to some extent, the emphasis associated with the agreement underlying a given chair or professorship will influence the workload of the faculty member holding the chair or professorship. The workload chosen should be consistent with the written position description of the endowed faculty position. Based on experience and changing conditions, it will probably become appropriate to amend or revise this position description over time. Each year, as part of the annual performance evaluation review process pertaining to all faculty, the head of the academic unit will review the position description with the faculty member holding the chair or professorship; when changes in a position description are appropriate, they will be presented to the Dean for review and approval."

Accordingly, it is expected that you will review the written position description of the endowed faculty position with the holder as part of the annual goal setting and evaluation process. If the written position description does not exist in a satisfactory form, it should be developed as a part of the annual process for the subsequent review and approval of the Dean.

EPL: evaluation of past year's accomplishments and proposed goals. Prior to the March 4 deadline, the head of the academic unit will:

1. Complete the Evaluation of Performance Level (EPL) form, which compares level of activities and accomplishments during the past year (as reflected in the FAAR) with the expectations of the workload and qualifications. This form is to be completed in and generated from DM. The EPL is attached for purposes of providing a template of the document generated from DM. In considering performance, remember that every faculty member who can be qualified as Scholarly Academic (SA) (because they have a terminal degree) should be engaged in scholarly activities that result in a classification of the individual as Scholarly Academic. To aid in determining AACSB faculty qualifications for each faculty member, Tracy Widman will provide the head of the academic unit a Qualification Report produced from Digital Measures after faculty data entry for the year is complete. The current Criteria for Determining Faculty Qualifications are attached. Scholarly and professional service activities are included in the qualifications criteria and should be entered into Digital Measures. A faculty member's qualification status and the department's expectation for a faculty member's qualification status are a topic for the EPL conference.

2. The conference to discuss the EPL form is usually conducted at the same time the head of the academic unit discusses the faculty member's set of proposed goals and completes the GS form. (Note: you may have one or more faculty who were not employed for the whole calendar year and, therefore, did not complete a set of goals at the start of the year. In these cases, the head of the academic unit should note on the EPL form that it is not applicable and attach written evaluative comments for the abbreviated period to the extent feasible.)

3. Prior to the March 4 deadline, the head of the academic unit will discuss with the faculty member the proposed set of goals. When this review has been completed, both the faculty member and the head of the academic unit will sign off on the GS form with respect to the goal set.

Note: Your evaluative comments are to be attached to the EPL form, which explicitly states: "Provide comments in support of this overall performance rating on a sheet(s) attached to this evaluation form."

Deadlines and related matters. It is important that all of these materials be completed and **submitted to this office by the deadline. Please submit soft copies of all materials to Wanda Bartlett and me.** ALL materials should be submitted electronically. This includes the FAAR report created by each faculty member using Digital Measures, their goal statement, the EPL form, and any associated narratives written by faculty (in presenting their FAAR materials) or department chairs (in explaining the ratings assigned in the EPL). Faculty may also include soft copies of exhibits they wish to include to document performance. Each faculty member should provide to you (or a departmental representative) their materials in soft copy and a separate folder for each faculty member should be created. The deliverable from you as department head is a zip folder containing all of the individual faculty file folders from your department in which the FAAR materials pertaining to each faculty member should be included. This would include signed/scanned (or digitally signed) goal statements, EPL forms, and the other documents.

Please familiarize yourself with the faculty performance policies and procedures document (http://admin.robinson.gsu.edu/faculty-performance-planning-development-evaluation/) so that you will be in a position to answer the questions of your faculty. Also, please be sure that all of the relevant topics covered in this memorandum are included in your memorandum of instructions for the annual process to your faculty.

cc: Dana Carter

        Wanda Bartlett

        Mary Clifford

        Tracy Widman