

## **UH COAD FACULTY ANNUAL PERFORMANCE REVIEW (APR) AND ENHANCED PERFORMANCE REVIEW (EPE) FOR TENURED FACULTY POLICY**

The purpose of the UH CoAD Annual Performance Review is to evaluate faculty activities relative to the College's expectations for normal production in three areas: Research, Teaching, and Service. The performance review includes activities over the past three years and is used for informing the Dean's merit evaluation for all faculty—though it is not the only criterion used by the Dean in merit evaluations. In addition, the CoAD APR/EPE academic policy is intended to ensure that tenured faculty continue to meet long-term performance and productivity expectations set by the College and the University.

Faculty are responsible for submitting an annual update to their APR self-reporting form. The forms will require faculty to identify their appointment type; career stage and rank; and scholastic, teaching, and service activities. The APR/EPE Committees will review the self-reporting forms each year using a three-year window of activities.

The APR self-reporting form will be reviewed and updated every three years by the APR Committee. Changes to the form will be approved by a simple majority of the CoAD faculty.

1. **Faculty Self-Reporting.** Faculty will **self-report** their activities on the attached form based on the Faculty Activities Criteria List. Self-reporting should include activities from the past three (3) calendar years, including ongoing activities and works in progress.

Each activity will be individually evaluated, and the aggregate performance for scholarship, teaching, and service. The self-reporting will be reviewed by the APR committee and compared to expectations for appointment type and rank. Each faculty member will be evaluated in the three areas of Research, Teaching and Service with one of the following assessments:

- Exceeds Performance Expectations
- Meets Performance Expectations
- Does Not Meet Performance Expectations

If changes to self-reporting are suggested or required by the APR committee, the committee will contact the faculty member, who will have two weeks to update their F-APR Report.

2. **Appointment Type.** Each type of faculty appointment will have criteria that will be evaluated according to performance expectations for their appointment type. These types of appointments are:

- T Tenured
- TT Tenure Track Faculty
- PE-NTT Promotion Eligible Non-Tenure Track Faculty
- NPE-NTT Non-Promotion Eligible Non-Tenure Track Faculty

3. **Career Stage, Rank, Program and Curricular Area.** Faculty will specify their career stage and/or rank within the university (i.e., Adjunct, Assistant, Associate, or Full Professor).

Each UH CoAD program has its own metrics for faculty performance. Faculty should specify which program they primarily work within: Architecture, Industrial Design, and Interior Architecture. Evaluation metrics may vary within the programs reflecting the scholastic focus of faculty identified in their appointment letter. These include specific curricular areas, such as History/Theory/Criticism, Tech, Design, Research, and/or Media. Faculty should identify the curricular area(s) under which their work is to be evaluated.

4. **Self-Reporting Activities.** The F-APR policy has established a generalized list of faculty activities. This list is not comprehensive and may increase or change in scope from year to year as the range of faculty activities grows. It is intended to cover general activities that a faculty member might undertake based on appointment type, rank, and program. For activities not covered by this list, faculty can include additional activities. This activity list is to be used as a reference guide for faculty self-reporting within the form.
5. **Evaluations.** The APR committee will generate one of the following overall evaluations for each faculty member, based on the committee's assessment of Research, Teaching, and Service activities:
  - **Exceeds Performance Expectations**
  - **Meets Performance Expectations**
  - **Does Not Meet Performance Expectations**

**Definitions:**

**Exceeds Performance Expectations** means that the faculty member has been exceptionally productive over the past three years and has gone beyond the work activity expectations established by the University and by CoAD.

**Meets Performance Expectations** means that the faculty member has been productive in over the past three years and has met the work activity expectations established by the University and CoAD in their work activities. The review indicates they are meeting performance expectations for their faculty rank and appointment.

**Does Not Meet Performance Expectations** means that the faculty member has not met the work activity expectations established by the University and CoAD in their APR. Faculty members who receive evaluations of Does Not Meet Performance Expectations are encouraged to reach out to their Coordinator or Supervisor to discuss possible modifications to their scholarship, teaching, and service activities.

6. **Activity Areas.** Each of the three areas (Research/Teaching/Service) will be evaluated independently, and the APR committee will issue three evaluations for each area for each faculty. Faculty performing the hours and attendance requirements for courses will meet expectations for teaching.

**APR Evaluation Submitted to Dean.** F-APR evaluations will be submitted to the Dean. The F-APR evaluations are not the sole faculty performance metric that may be taken into consideration by the Dean in determining merit-based salary increases. The Dean should specify any other metrics or evaluation factors considered when determining merit-based increases. The evaluations by the Dean shall emphasize the value of individual accomplishments in relation to their benefit to the college and university.

**A. Tenured/Tenure Track Faculty Annual Performance Review**

The evaluation shall be based on self-reporting. Tenured and Tenure Track (T/TT) faculty members shall list the standard 40/40/20 percentage for research, teaching, and service requirements. If there are different percentages outlined in their contract, faculty are to identify them.

T/TT submissions shall be reviewed by a minimum of three APR committee members, of which one shall be of the same rank as the submitting faculty member, and another aligned with the program in which the T/TT member is teaching.

The evaluation scale is used to assess whether faculty exceed, meet, or do not meet their performance obligations as outlined by the university and by CoAD in the areas of Research, Teaching, and Service.

Per the University of Houston Enhanced Performance Evaluation (EPE) of Tenured Faculty Policy, section IV.A.(ii) a given faculty member who receives an evaluation of “Does Not Meet Expectations” in “two out of any three consecutive annual performance review periods” in teaching and scholarship shall initiate a mandatory EPE process (see the UH EPE Policy).

#### **B. PE/NTT Faculty Annual Performance Review**

Promotion Eligible Non-Tenure Track (PE-NTT) faculty members shall list either Research or Service as a focus in addition to Teaching. The APR form used by PE-NTT faculty shall include a requirement for those faculty to identify research or service as their designated area of activity beyond teaching responsibilities.

PE-NTT submissions shall be reviewed by a minimum of three APR committee members, of which one shall be a PE-NTT faculty member, and another aligned with the program in which the PE-NTT member is teaching. The evaluation shall be based on the APR evaluation of the self-reporting form, their rank and curricular focus.

#### **C. NPE/NTT Faculty Annual Performance Review**

Non-Promotion Eligible Non-Tenure Track (NPE-NTT) faculty members focus primarily or exclusively on Teaching per their individual contracts

NPE/NTT faculty submissions shall be reviewed by their respective coordinator and one APR committee member aligned with the discipline in which the NPE/NTT Faculty is teaching. Review of NPE/NTT faculty shall focus primarily on their meeting teaching obligations outlined in their teaching appointment.