

IARc Policy on Annual Review

The purpose of Annual Review is to evaluate faculty productivity and determine whether work during the year is “satisfactory” or “unsatisfactory.” This review process applies to all lecturers and to tenured, tenure-track, and academic professional faculty. Adjunct faculty may be reviewed by the department chair in a simple memo to the dean indicating that their contributions to the department were “satisfactory” or “unsatisfactory.” The review of assistant and associate professors must include feedback regarding progress toward tenure and promotion.

In IARc, faculty complete their Sedona reports by the third Friday in March. These reports and the goals that faculty members set for themselves at the last review are made available to all tenured faculty. Following their reviews of this material and before the 2nd Friday in April, each tenured faculty member, regardless of rank, gives brief comments to the department chair about each of the other tenured faculty, untenured faculty, academic professionals, and lecturers. In addition to individual comments, the tenured faculty complete the Annual Review Report Form from the College of Arts and Sciences at UNCG which includes a ranking of “satisfactory” or “unsatisfactory.”

These individual reviews are used to inform the reports that the chair develops for each faculty member. The chair also ranks faculty as “satisfactory” or “unsatisfactory” and if this ranking differs from that of the peer reviewers, then the dean will resolve the discrepancy in the reviews.

Should a single faculty member rank another faculty member very differently than the other peer reviewers, the chair will arrange a meeting with that particular faculty member to determine the reason that the evaluation is so different.

Following these reviews and rankings, the chair will meet with each faculty member individually to discuss the reviews and the report to the Dean.

Calendar for Annual Review

May	In the Annual Review meeting with the department chair, faculty set goals for the coming academic year.
3 rd Friday in March	Faculty complete Sedona reports.
4 th Monday in March	Faculty goals from the previous annual review and the Sedona reports for the current year are available to the peer reviewers.
2 nd Friday in April	Peer reviewers provide comments and rankings to the department chair, and sign the Annual Review Report Form for each faculty review.
4 th Friday in April	Chair meets with individual faculty to discuss the reviews and set goals for the next academic year.
early May	Chair meets with the Dean to discuss the faculty reviews.