

(Tenure Track) Faculty Annual Review Template (update on November 16, 2023 updated dates for early 2024)

Name of faculty member \_\_\_\_\_

Date of meeting \_\_\_\_\_

**Period covered: Previous calendar year (2023); however, please complete the various sections that request current information and future projections (e.g., teaching assignments and funding), to the extent possible. Faculty may also discuss relevant current calendar year (to-date) activities if desired.**

The annual review process is designed to have formative and evaluative aspects, including informing salary recommendations. Faculty are asked to summarize their activities which took place during the review period, including a comment on whether previous goals were met, as well as make goals for the future. For most areas, DEOS are asked to comment whether faculty are meeting (or exceeding) expectations, and make comments if expectations are not being met or are being met with reservations. DEOs may also summarize points that were discussed during review meeting. Faculty should update their CVs and fill out the areas marked in **green** at least 2 weeks before the meeting with the DEO. Places for DEOs to fill out are in **yellow** (generally during or after the meeting).

**TEACHING**

Faculty members are expected to demonstrate a consistent record of high-quality teaching at all appropriate instructional levels. Faculty are also expected to be available to mentor and monitor students' progress toward graduation, advise on courses that satisfy major requirements, offer career counseling as appropriate, and provide information on enrichment activities in the major.

**Faculty summary of teaching activities (courses, advising, etc.):**

**Faculty goals for teaching:**

**Courses being taught in the current fiscal year:**

Semester	Course #	Course name	s. h.	% responsible
Summer 2023				
Fall 2023				
Spring 2024				

**DEO evaluation:** With respect to teaching design, delivery, communication, interaction and assessment, this faculty member is:

- a. Meeting or Exceeding expectations \_\_\_\_\_,
  - b. Meeting expectations, with reservation \_\_\_\_\_, or
  - c. Not meeting expectations \_\_\_\_\_.
- (Please comment, especially if "b" or "c" chosen)

**RESEARCH: Scholarship (Publications, presentations, and other products)**

Faculty members are expected to maintain a vigorous academic program that develops and enhances their profession reputation.

Faculty summary of 2023 research/scholarship activities (list from CV, plus comments):

Faculty goals in research/scholarship:

DEO evaluation: With respect to research/scholarship productivity, this faculty member is:

- a. Meeting or Exceeding expectations \_\_\_\_\_,
- b. Meeting expectations, with reservation \_\_\_\_\_, or
- c. Not meeting expectations \_\_\_\_\_.

(Please comment, especially if "b" or "c" chosen)

**RESEARCH: Grants and Contracts**

To support research/scholarship, faculty are to obtain external grants and contracts. Based on your effort allocation portfolio, you were expected to offset \_\_\_\_\_ of your salary (50% is norm for tenure track).

Looking back: Total average FTE offset for 2022-23 (please verify with your administrator): \_\_\_\_\_

For 2023-24, please work with your departmental administrator to list your current grants/contracts, your role, and your salary offset (and insert total current offset across grants here \_\_\_\_\_):

Title (ID Number, if any)	Your Role	PI's home unit	Percent offset
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Looking ahead: Projected offset for 2024-25: \_\_\_\_\_

Brief justification based on continuing, plus submitted grants that are likely to get funded:

Faculty goals and additional comments for grants and contracts (including strategies to replace any current grants that are likely to end in the next 24 months):

**DEO evaluation:** With respect to grants and contracts, this faculty member is:

- a. Meeting or Exceeding expectations \_\_\_\_\_,
- b. Meeting expectations, with reservation \_\_\_\_\_, or
- c. Not meeting expectations \_\_\_\_\_.

(Please comment, especially if “b” or “c” chosen)

*If minimum offset funding is not met for one year, the faculty member will may be considered “not meeting expectations”. If offset funding is deficient for multiple years, a formal management plan to address the deficiency should be developed and monitored.*

## **SERVICE**

As a part of responsible citizenship, faculty members are expected to have a record of significant and effective service to the department, college, and the profession. Outreach and community engagement activities may be listed here if not listed elsewhere.

**Faculty summary of service activities:**

**Faculty goals for service activities:**

**DEO evaluation:** With respect to service, this faculty member is:

- a. Meeting or Exceeding expectations \_\_\_\_\_,
- b. Meeting expectations, with reservation \_\_\_\_\_, or
- c. Not meeting expectations \_\_\_\_\_.

(Please comment, especially if “b” or “c” is chosen.)

## **CPH CORE VALUES, DEI, and PROFESSIONAL ETHICS & RESPONSIBILITIES**

Since its creation, CPH has had the following core values: Excellence, Learning, Community, Diversity, Integrity, Respect, and Responsibility. These values overlap heavily with the term, “DEI” (Diversity, Equity, and Inclusion), as well as other areas of professional ethics and responsibility. As stated in <https://www.public-health.uiowa.edu/strategic-plan-mission-vision-core-values/>, “All activities within the CPH are motivated by a commitment to social equity and fairness, a spirit of compassion for all persons, and a desire to apply the tools of scientific knowledge to pressing societal health concerns. The College strives to improve the conditions in which everyone lives and thereby contribute to the formation of a just society.”

**To encourage individual growth and to facilitate discussion of core values, faculty are invited (but not required) to provide a summary of DEI-related activities and goals. Examples of questions typically addressed in such a statement include the following:**

1. What professional development activities related to DEI have you participated in? Examples may include: Attending a campus BUILD workshop; participating in a session on DEI issues as part of a scientific conference or professional meeting; viewing a webinar on DEI issues from an academic or non-

profit institution; engaging in civic organizations devoted to DEI issues, such as the city’s Human Rights Commission, etc.

2. Describe how you have integrated DEI into your research, teaching, service and professional activities, including any successes or challenges you'd like to discuss.
3. What are your goals for DEI in the upcoming year and what support or resources might you need to accomplish these?
4. Are there issues related to DEI, CPH Core Values, and Professional Ethics and Responsibilities you would like to discuss?

DEO comments (optional), including other ideas discussed during the meeting, and any concerns regarding how the faculty member is doing in the area of CPH Core Values, DEI, and, Professional Ethics and Responsibilities:

**OTHER**

The faculty may raise other issues not addressed in previous sections (optional):

**MOVING FORWARD: EFFORT ALLOCATIONS AND TEACHING ASSIGNMENTS**

For the current fiscal year (2023-2024), the effort allocation has been:

Teaching	Research/ Scholarship	Service	Administrative Service*	Total
%	%	%	%	100%

*\*DEO’s, Associate Deans, etc.*

For the next fiscal year (2024-2025), the effort allocation is expected to be:

Teaching	Research/ Scholarship	Service	Administrative Service*	Total
%	%	%	%	100%

*\*DEO’s, Associate Deans, etc.*

*(Note: Generally speaking, the percent for research/scholarship listed here should be approximately equal to the “Projected Offset for 2024-25” listed earlier in the form. For tenured faculty who do not have the norm effort allocation of 25/50/25, CPH staff will put a post-tenure effort allocation form through workflow, as per UI policy.)*

Courses likely to be assigned in the next fiscal year (2024-2025) (may use TBA as placeholders):

Semester	Course #	Course name	s. h.	% responsible
Summer 2024				
Fall 2024				
Spring 2025				

Are you likely to recommend offload compensation for this faculty member for the current or subsequent fiscal year? If so, please specify and justify.

Professional development is an ongoing, shared responsibility between the faculty member and the DEO. Is there a need for specific training, additional meetings, and/or a formal performance management plan between now and the next annual meeting? If so, explain.

Additional comments, recommendations, or summary, if any:

*In lieu of signatures, this form will be attached to the online Faculty Annual Review form and approval by DEO and faculty member will be done through Workflow routing. An updated CV should also be attached to the Workflow. Additional comments by the faculty member, the DEO, and the Dean may be made through the "Comments" function in Workflow.*