Date: November 9, 2018

To: Department Heads, All Pamplin Faculty

From: Kevin Carlson, Associate Dean for Research and Faculty Affairs

Re: 2018 Faculty Annual Evaluation Process Memo

As we approach the end of the fall semester, it is time to begin preparing for 2018 faculty annual evaluations. This document provides an overview of procedures for faculty annual evaluations for 2018 and changes in the process from 2017.

Annual evaluation materials need to be completed by all faculty, including adjunct faculty, doctoral students or Administrative/Professional faculty that served as the instructor of record in any course section offered during 2018. A master list of all instructors of record during 2018 by department has been prepared and has been forwarded to each department. This is a master list of the reviews to be prepared by each department.

In preparation for their annual review, each faculty member should submit the following:

* Completed annual faculty evaluation template
* Report of 2018 faculty activity from Elements
* An updated Curriculum Vitae
* Faculty Research Submission Activity Report (if required)

The due date for the submission of annual review materials is determined by the department head. Once the submission of all required documents are complete, the complete set of documents should be consolidated in a single pdf file and uploaded to the college by the due date listed on the annual review timeline.

**Faculty Annual Review Template**

As was introduced last year, there are two annual review templates. The template for tenure track collegiate faculty addresses research and must be completed by all faculty in these two categories. A second template that does not have a separate section for research will be the preferred choice for all professors of practice, instructors, and adjunct faculty. A template also needs to be completed for all doctoral students who were the instructor of record for one or more courses in 2018, they may complete either form.

A change to this year’s template is the removal of the AACSB table. The aggregation of AACSB data is now able to be captured within Elements. So, if all relevant faculty activity needed to determine AACSB classification is included in Elements and the appropriate AACSB Table labels have been applied, Elements will correctly populate the AACSB Table and apply logic rules to suggest the appropriate AACSB classification for each faculty. Since this is part of the Elements report, it was removed from the Annual Review Template.

Adjunct faculty and doctoral students who are instructors of record typically do not (or cannot) enter activity into Elements. For these individuals an AACSB table will need to be developed manually, based on information reported in the individuals CV. The Table is included at the end of the non-tenure track annual review template, if needed. Faculty who report this information in their Elements activity report can delete the table from their annual review document before submission.

**Elements**

Elements is the college’s electronic record of faculty activity. Reporting for 2018 annual reviews should encompass all faculty activity for the previous five calendar years (i.e., 2014, 2015, 2016, 2017, 2018). This is the relevant reporting period for all scholarly contributions and for all activities that determine AACSB status (for more information on determining AACSB status see [Policy 415](https://pamplin.vt.edu/faculty-and-staff-resources/policies-and-procedures.html)).

The faculty Elements report for 2018 is available to faculty in Elements and can be requested by faculty ahead of final submission of materials to make sure all information entered in Elements is being entered appropriately. For faculty less familiar with Elements, a set of guidelines for assuring Elements activity is correctly input and recognized is provided as an attachment. Also, the college will be offering three Elements training sessions during November and December.

**Updated Curriculum Vitae**

Please submit a curriculum vitae that is updated with all activity through December 31, 2018.

**Faculty Research Submission Activity Report**

For 2018, Pamplin is requiring that all non-tenured, tenure track faculty complete a faculty research submission activity report recapping their research submission activity for 2018. This report is to be completed and submitted along with the Annual Review form and Elements Activity Report on the due date established within the department.

The Faculty Research Submission Activity report provides an overview of a faculty member’s research pipeline activity. It is superior to simple reporting of end of the year research pipelines in that it offers a more comprehensive overview of the pace of research activities, insight into a faculty member’s pipeline, and choices made in conducting research, including journal choice and review outcomes that can form the foundation of more in-depth developmental conversations.

While required of untenured, tenure-track faculty this report may be submitted by any faculty member who conducts research and would like to receive additional developmental feedback. Thus, Associate Professor seeking promotion to full and Collegiate Professors or Professors of Practice who wish to enhance their research skills are encouraged, but not required to complete and submit this form.

Completing this report supports the Pamplin College’s efforts to enhance the research productivity of all faculty, not by working harder, but by finding ways that we can help faculty individually and collectively identify ways to get greater research results from each hour they spend conducting research.

Attachments:

* Key Dates Faculty Eval 2018 rev 110918
* Faculty Evaluation Template\_TT 2018 Final
* Faculty Evaluation Template\_Non-TT 2018 Final
* PCOB Annual Faculty Evaluation Elements Report Guidance 2018
* Faculty Research Submission Activity Report