

## Annual Faculty Evaluation Policies and Procedures

All regular faculty at the university are required to be evaluated annually. Units may set their own procedures, although the schedule is determined by the university and college. It is important to engage in a meaningful and robust evaluation as results are used in personnel actions such as tenure, promotion, post tenure review, merit increases, and faculty award nominations.

**The Dodge Family College of Arts & Sciences requires that annual review materials be submitted by the end of January and in the fall will contact departments and ask them for the unit's deadline for the upcoming review cycle. SLIS typical sets 5 pm on the last Monday of January as the due date but this date may change due to changes made by the Dean or Provost.**

All materials are to be submitted through the Provost's Faculty Activity System (FAS). You can find information about FAS and a login button here: <https://www.ou.edu/provost/faculty-affairs/faculty-activity-system-login> We recommend that you self-enroll in the Canvas course about how to use FAS and also plan at least a week to complete entering your data into the FAS.

**\*Please note: once you hit the "submit" button, you cannot make additional revisions. If you need to revise your materials after submitting, you must ask Committee A and the Department Delegate (Sarah) to send the files back to you.**

### Elements to include in the Annual Evaluation Process:

1. Faculty will use the FAS system to enter individual entries into each *applicable* category of Research, Teaching, and Service, such as number of advisees, grants received, publication/scholarship outputs, etc. These entries will populate the system generated faculty member's mini-CV which will be reviewed as part of the annual evaluation.
2. In addition, SLIS requires faculty to upload a document called the Faculty Activity Report (FAR) to FAS with these elements:
  - A. One short essay describing research accomplishments (if applicable to you, RTF faculty do not need to include this statement), one short essay describing teaching accomplishments, one short essay describing service accomplishments.
  - B. A self-calculated draft score for each of research (if applicable), teaching, and service that is calculated using the SLIS annual review rubrics for research, teaching, and service. Please provide a score for each category (Research (if applicable), Teaching, and Service), along with evidence supporting your scores. Committee A may adjust your score as they work for consistency of scoring.
  - C. A short summary essay that includes two work-related goals for the coming calendar year. Within the essay also assess whether the goals set the previous year have been achieved, and describe what was or was not achieved and your plans for completing the goal.
3. An updated full CV for the faculty member.

Faculty are asked to complete a short Qualtrics survey about the annual review process to give feedback to Committee A in order for the Committee to make adjustments to improve the review process for the next year. The Qualtrics survey will be provided via email once the evaluation process has started.

Original instructions issued December 2017 and were designed by Committee A through the 2016-17 academic year, and into Fall 2017. These revised instructions issued December 2019. This draft was presented to faculty 12.1.2025 and revised on 12.16.2025.

Following are the SLIS expectations for each category, dependent on rank or faculty designation and the rubrics for each section of the review.

## **Faculty Annual Review Research and Scholarship Scoring Rubric**

Note that this is not an exact scoring system. There is a built-in qualitative aspect that allows Committee A to apply a more nuanced aspect to the scoring.

### **SLIS Research and Scholarship Expectations by Rank:**

SLIS' expectation for tenure track faculty is 2 scholarly publications a year which would be assessed as a 3 (meets expectations) on the 5-point scale. This could be peer-reviewed journal articles, peer reviewed conference proceedings, peer-reviewed book chapters, or other scholarly outputs as outlined in SLIS' promotion and tenure criteria.

For tenured faculty (Associate Professors and Professors) SLIS' expectation is a *minimum* of at least 2 research outputs (articles, book chapters, conference proceedings, etc.) or one research output plus an internally funded grant or an external grant proposal submitted a year. As an associate professor prepares for promotion to full professor, evidence of grant seeking activities, such as submitting proposals or being awarded grants will be increasingly important to demonstrate increased research activity as outlined in SLIS' promotion and tenure criteria.

This is the minimal expectation for tenured faculty and would be ranked as a 3 (meets expectations) on the 5-point scale.

A faculty member's role in a publication/scholarly output will generally impact that item's score. Sole authorship will generally receive a higher score because the assumption that the work to create the output was done solely by one person. For shared outputs, more points may go to the faculty member who contributed the greater percentage of effort and faculty are encouraged to explain their role in shared outputs in their FAR document.

## **Faculty Annual Review Teaching Scoring Rubric**

### **SLIS Teaching Expectations: Tenure track or tenured faculty**

SLIS' expectation for LIS tenure track and tenured faculty is a 2.2 teaching load each year. As part of the Provost's expectations for faculty members, excellence in advising and maintaining the quality of the content and delivery of courses is also considered part of teaching. In SLIS, LIS faculty members serve as advisors to MLIS students. This is the minimal expectation for LIS faculty and would be ranked as a 3 (meets expectations) on the 5-point scale.

### **SLIS Teaching Expectations: Non-ranked renewable term faculty: MLIS and undergraduate programs**

SLIS' expectation for LIS RTF faculty varies dependent on their administrative responsibilities and teaching needs of the School as determined by the Director. As part of the Provost's expectations for OU faculty members, excellence in advising and maintaining the quality of the content and delivery of courses is also considered part of teaching. In SLIS, LIS faculty members serve as advisors to MLIS students. This is the minimal expectation for LIS faculty and would be ranked as a 3 (meets expectations) on the 5-point scale.

### **SLIS Teaching Expectations: Non-ranked renewable term faculty: Museum Studies**

SLIS' expectation for MAMS faculty is a 3.3.2 teaching load each year. As part of the Provost's

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expectations for OU Online faculty members, excellence in maintaining the quality of the content and delivery of courses is also considered part of teaching. At this time, advising is not considered part of the Museum Studies faculty's expectations. This is the minimal expectation for MAMS faculty and would be ranked as a 3 (meets expectations) on the 5-point scale.

## **Committee A. Application**

Committee A reserves the right to deduct points from faculty member's scores should the Director receive substantiated and consistent complaints about a faculty member's failure to meet the SLIS and Provost's requirements for teaching excellence (eg. lack of communication with advisees, failure to conduct required ePortfolio check ins, quality of content and design of Canvas courses and of instruction, etc.).

## **Faculty Evaluation Service Scoring Draft**

### **SLIS service Expectations: Tenure Track or Tenured Faculty**

SLIS' expectation for tenure track faculty is to serve on at least 3 SLIS committees each year and to provide service to the profession to include for example, serving as a reviewer for a journal or conference, organizing a webinar or preconference session, reviewing for a grant agency, etc. SLIS does not expect tenure track faculty to serve on College or University committees until they have passed their third-year review. Exceptions can be made after consulting with Committee A. This is the minimal expectation for LIS tenure track faculty and would be ranked as a 3 (meets expectations) on the 5-point scale.

SLIS' expectation for tenured faculty is to serve as Chair on at least one to two SLIS committees, as a member on one or two committees and may be assigned additional SLIS service as needed by the School. Tenured faculty should also serve on College and University committees that align with their research, teaching and professional interests if appointed or elected to do so. Tenured faculty will also serve in increased service to the profession to include for example, serving as an officer or in other leadership position in a professional organization, serving as a reviewer for a journal or conference, organizing a webinar or preconference session, reviewing for a grant agency, etc. This is the minimal expectation for LIS tenure track faculty and would be ranked as a 3 (meets expectations) on the 5-point scale.

### **SLIS Service Expectations: Non-ranked Renewable Term Faculty**

SLIS' expectation for non-ranked renewable term SLIS faculty is to serve on at least three SLIS committees each year and to provide service to the profession including for example, serving as an officer in a professional organization, serving as a reviewer for a journal or conference, organizing a teaching related webinar or preconference session, etc. This is the minimal expectation for non-ranked renewable term faculty and would be ranked as a 3 (meets expectations) on the 5-point scale.

## **Committee A. Application**

Committee A reserves the right to deduct points from a faculty member's scores should the Director receive substantiated and consistent complaints about a faculty member's failure to meet the SLIS expectations for participation within committees (eg. Failure to complete assigned tasks in a timely manner, missing committee meetings, lack of contribution to committee discussions, etc.).