

Information and deadlines for the 2022-23 Annual Faculty Evaluations in the *Faculty Success Faculty Performance Evaluation System (FS-FPES)*

May 15, 2023

Overview

1. **Evaluation Period:** The evaluation period for the annual faculty evaluation is from **July 1, 2022-June 30, 2023**.
2. **Who is to be evaluated?** **All** full-time and part-time faculty members within your unit must receive an evaluation. This includes the full-time faculty (i.e., faculty holding tenured, probationary tenure-track, non-tenured renewable term, and full-time temporary appointments) and the part-time faculty (adjuncts). Note also that faculty who were on leave or sabbatical for part of the year must receive an evaluation. Faculty who were on leave or sabbatical for the entire academic year do not complete an evaluation.
3. **Evaluation Platform:** A Reminder: The Annual Faculty Evaluations are conducted in *Faculty Success-Faculty Performance Evaluation System (FS-FPES)*. All faculty in all Schools and Colleges must use *FS-FPES* to complete the annual evaluation.

Evaluation Criteria

4. **Evaluation Areas and Criteria:** Faculty are evaluated using a variety of criteria in the areas of teaching, scholarship, and service, as determined by the nature of the faculty appointment, FPES criteria adopted by the school/college, the school/college bylaws, the Faculty Handbook, and, where applicable, collective bargaining agreements (CBAs). These performance reviews are intended to promote faculty development; hence, faculty performance evaluations—especially for full-time faculty--should include discussion of any professional development activities.
 - a. **Full-Time Faculty:** Tenure-line faculty are evaluated in teaching, scholarship (including research and creative works), and service. Other full-time faculty are on the Clinical Educator track, Research track, Career Status track (including Master Instructors in COAS and SOC), or Legal Writing Instructors in the School of Law. There are specific documents adopted by faculty in the School/College regarding each of these classifications, which describe the faculty responsibilities that are to be evaluated. Full-time temporary faculty, such as lecturers, are primarily evaluated on teaching.
 - b. **Part-Time Faculty:** Most part-time (or adjunct) faculty members' primary assignment is teaching (this includes clinical adjunct faculty), and therefore, they

are to be evaluated only in that category. However, part-time faculty with a primary assignment in research are evaluated in that category.

5. **Collective Bargaining Agreements:** Note that there are two bargaining units for faculty at Howard University that are a part of SEIU, Local 500 and are both covered by collective bargaining agreements (CBAs).
 - a. One bargaining unit is focused on adjunct or part-time faculty for the following Schools and Colleges: College of Arts and Sciences, College of Fine Arts, School of Business, School of Communications, School of Divinity, School of Education, College of Engineering and Architecture, School of Social Work, and the Graduate School.
 - b. The other bargaining unit is referred to as the Non-Tenure Track (NTT) Faculty and that collective bargaining agreement only covers the following Schools and Colleges: College of Arts and Sciences, College of Fine Arts, College of Engineering and Architecture, School of Communications, School of Education, School of Social Work, and the Graduate School. Faculty who are lecturers and Master Instructors (College of Arts and Sciences and School of Communications) are included in this bargaining unit.
 - c. The recently negotiated CBAs do not alter or change the way the faculty evaluation process is currently conducted at Howard University. Therefore, department Chairs and Deans can conduct their reviews of these faculty using the same criteria and process as that used for other faculty.

Faculty Self-Evaluation in Faculty Success

6. **Faculty Self-Evaluation:** From **May 15- June 4, 2023**, the faculty members complete their Faculty Self-Evaluation. The **Faculty Self-Evaluation in Faculty Success**, which includes the Workplan, updated CV (can be automatically generated in Faculty Success or upload a CV), Faculty Activity Report (automatically generated), and any other attachments (optional for faculty members) and a COVID-19 Professional Impact Statement (optional for faculty members) in *FS-FPES*. The submission deadline for faculty is June 4, 2023. Note that automated generation of a CV in Faculty Success is contingent on faculty members entering their information into the activities section of Faculty Success.

Workplans

7. **Workplans:** The 2022-23 Workplans submitted by each faculty member in September 2022 to the department Chair or Dean shall be uploaded in *FS-FPES*. If a faculty member did not submit a workplan to the department chair or Dean, then the faculty member provides a brief explanation why there is no workplan under the heading “workplan” in Faculty Success.

Faculty Activity Report in Faculty Success

8. **Faculty Activity Report:** Faculty should already be entering their activities in Faculty Success for the current evaluation period, July 1, 2022, to June 30, 2023. The deadline to input all faculty activities for this evaluation period is June 4, 2023. Note that for Faculty Success to automatically generate a Faculty Success Report and a CV, faculty members must enter their information in the activities section of Faculty Success.

Student Evaluations for Spring courses

9. Student Evaluations for spring courses will be available in Watermark Faculty Success by Monday, May 15, 2023. Make sure that faculty members are including their student evaluations as a part of the Faculty Self-Evaluation. Note that Student Evaluations are automatically linked within the Faculty Activity Report. There is also an option for faculty to upload Student Evaluation documents.

COVID-19 Professional Impact Statement

10. **COVID-19 Professional Impact Statements:** We continue to permit faculty to submit COVID-19 Impact Statements as part of the annual evaluation process. Faculty are given the option to include a COVID-19 Professional Impact Statement for this evaluation period. A faculty member can submit this statement along with the Faculty Activity Report in *FS-FPES*. This statement can describe the ways in which the faculty member experienced disruptions due to COVID-19 or other impacts from the pandemic that affected teaching, scholarship or research, and service commitments both internally and externally. This statement may not only include negative disruptions, but also benefits or beneficial outcomes that occurred during the pandemic. The question being addressed in this statement is how has your professional life changed because of COVID-19? The statement should be no longer than 2 pages and this statement will be used by department Chairs and Deans to contextualize the faculty member's performance and contributions for the 2022-23 academic year. See attached COVID-19 Professional Impact Statement for more guidance about this *optional* statement.

If Faculty Self-Evaluations are not submitted by June 4, 2023

11. The Faculty Self-Evaluation will be forwarded automatically to the department Chair or to the Dean (in Schools without departments) in *FS-FPES* if the faculty member has not already clicked the submit button by the deadline. Once the Faculty Self-Evaluation moves forward then there is no opportunity to retrieve and complete the online Self-Evaluation. Complete your Faculty Self-Evaluation form and add any attachments by June 4, 2023.

Evaluation and Meeting with the Department Chair (School/Colleges with Departments)

12. **Faculty Performance Evaluation by the Department Chair:** In Schools/Colleges with departments, the department Chair completes an evaluation of the faculty member in *FS-FPES* and meets with the faculty member to discuss this evaluation on or before **July 9, 2023**. If the faculty member refuses to participate in the evaluation by, for example, failing to submit materials about 2022-23 faculty activities, then the Chair should

complete the evaluation anyway. Note that the Chair should follow up with any faculty member who does not submit materials to determine if there is a health or other issue related to COVID-19 that may be affecting their ability to respond. If so, this evaluation will need to be handled and resolved on a case-by-case basis. If not, then the faculty evaluation takes place with or without the cooperation of the faculty member.

Evaluation and Meeting with the Dean (Schools without Departments)

13. **Faculty Performance Evaluation by the Dean (in Schools without Departments):** In Schools without departments, the Dean completes an evaluation of the faculty member in *FS-FPES* and meets with the faculty member to discuss this evaluation on or before July 23, 2023. If the faculty member refuses to participate in the evaluation by, for example, failing to submit materials about 2022-23 faculty activities, then the Dean should complete the evaluation anyway. Note that the Dean should follow up with any faculty member who does not submit materials to determine if there is a health or other issue related to COVID-19 that may be affecting their ability to respond. If so, this evaluation will need to be handled and resolved on a case-by-case basis. If not, then the faculty evaluation takes place with or without the cooperation of the faculty member.
14. **Year-End Evaluation Meetings:** As indicated in 12 and 13 above, every faculty member is expected to have a year-end evaluation meeting with the Chair or Dean (in Schools without departments). The Chair/Dean shall schedule the meeting with each faculty member to review the evaluation. The meeting can be held in person, in Teams or Zoom. Again, the deadlines for Chairs and Deans to complete these meetings are, respectively, July 9, 2023 (with Department Chairs), and July 23, 2023 (with Deans in Schools without Departments).

Faculty Response to the Evaluation

15. **Faculty Response:** After the meeting, the faculty member will acknowledge in *FS-FPES* that the meeting was held. The faculty member's electronic signature is an acknowledgement that the evaluation took place. If the faculty member disagrees in part or in whole with the evaluation, there is also space provided in this *FS-FPES* form for a written rebuttal. Faculty *FS-FPES* Faculty Responses due: July 17 in Schools/Colleges with departments; July 31 in Schools without departments. The Faculty Response automatically moves forward to the Department Chair after the deadline whether or not the faculty member has provided a response.

Department Chair and Dean Responses

16. **Department Chair's and Dean's Responses:** In *FS-FPES*, Chairs and Deans review the Faculty Response, including, where applicable, the faculty member's written rebuttal. Chairs and Deans may provide additional comments in this *FS-FPES* form. If a faculty member fails to e-sign the evaluation in *FS-FPES*, then the Chair/Dean will indicate on this form that the evaluation was shown to and discussed with the faculty member, but no signature was received from the faculty member.

- a. Department Chairs shall submit their response forms to the Dean through *FS-FPES* no later than July 24, 2023. The same deadline is used for all evaluations whether 9-month or 12-month faculty or whether full-time or part-time faculty.
 - b. All Deans shall submit their response forms to the Office of the Provost through *FS-FPES* no later than August 4, 2023. Again, the same deadline is used for all evaluations whether 9-month or 12-month faculty or whether full-time or part-time faculty. This deadline applies to Deans in Schools and Colleges with and without Departments.
17. If you have questions related to this memorandum or the evaluation process, then send an email to *Faculty Success* Helpdesk (facultysuccess@howard.edu).
18. You may review and download this document at <https://provost.howard.edu/annualFPES>.

COVID-19 PROFESSIONAL IMPACT STATEMENT

ANNUAL FACULTY EVALUATION – 2022-23

A COVID-19 Professional Impact Statement (COVID-19 Statement) is an *optional* statement that can accompany the Faculty Report submitted by a faculty member for the Annual Faculty Evaluation.¹ This statement can describe the ways in which the faculty member experienced disruptions that affected teaching, scholarship or research, and service commitments both internally and externally. This statement may not only include negative disruptions but also benefits or beneficial outcomes that occurred during the pandemic. The question being addressed in this statement is how was your professional life changed or affected during the evaluation period because of COVID-19? The statement should be no longer than 2 pages and this statement will be used by reviewers to contextualize the faculty member's performance and contributions for the 2022-23 academic year.

What is the purpose of the COVID-19 Professional Impact Statement?

The purpose is to provide faculty with a way to document the real impact of COVID-19 on their workload, productivity, and professional opportunities during the academic year. COVID-19 affected everyone in different ways and this statement allows the faculty member to explain how COVID-19 was detrimental to achieving professional goals or on the other hand, unexpectedly beneficial. The expectation is that the reviewer will consider the COVID-19 Statement to evaluate the faculty member's performance during this academic year with a more informed perspective of how COVID-19 impacted the faculty member.

What should a COVID-19 Professional Impact Statement contain?

“The *COVID Professional Impact Statement*:

- Should include time period (**ONLY**– not the reason) for approved medical or personal leaves related to COVID.
- Should describe the faculty member's workload, performance, and trajectory prior to COVID.
- Should **not** contain **ANY** personal information (e.g., dependent care inaccessibility challenges, personal or dependents' health information, etc.).
- Should describe the impact that COVID has had on workload and professional opportunities and the resulting impact on faculty productivity, performance, and trajectory in each of the relevant areas of specialization (research and creativity, teaching, advising, service, awards).
- Should describe how the faculty member has adjusted or plans to adjust their work in light of COVID's professional impact to continue or re-build their trajectory.
- Should not be longer than two pages.”

¹Portions of the content of this document were adopted from the University of Texas at Austin COVID-19 Professional Impact Statement.

- May detail different kinds of professional impact on faculty work (negative and/or positive effects).”

What are examples of professional impacts (positive and negative) that might be included in the COVID-19 Statement?

See the document prepared by the University of Massachusetts at Amherst on documenting pandemic impacts. See [Documenting Impacts of the Pandemic: Best Practices](#)

Is the COVID-19 Professional Impact Statement required for the annual evaluation?

No. This statement is *optional* and will not be held against a faculty member if the faculty member chooses not to include the statement as a part of submission for the annual evaluation. These COVID-19 impacts could also be included in the Faculty Activity Report when discussing teaching, scholarship, or service during the annual evaluation period. This COVID-19 Statement is a way to document now the impacts that COVID-19 had on your professional life during this academic year with examples or details that may be lost or forgotten in the future. The pandemic has not affected everyone equally or in the same way. There will be faculty who carried a heavier and more complicated burden during the pandemic than others. Again, this is a way to capture that information and provide a fuller context for your professional accomplishments and challenges during this evaluation period. However, this is *your choice* and again, will not be held against you if you choose not to include a COVID-19 Statement.

If you have any further questions about this Impact Statement, send an email to facultydevelopment@howard.edu.